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ABSTRACT

Volume 1 of a three-volume guide to vocational curriculum resources for disadvantaged students consists of instructional checklists for resources identified in the following areas: agriculture, auto body repair, automobile mechanics, basic math skills, basic reading skills, business education, carpentry, cosmetology, custodial and maintenance, data processing, distributive education, drafting, electricity, electronics, food industries, graphics, health occupations, home economics/needle trades, life skills/consumer education, machine shop, masonry/concrete, plumbing/pipe fitting, safety, sheet metal, welding, miscellaneous subject areas, and professional resources. Each checklist follows a typical format that includes the following sections: (1) title block, (2) intended use, (3) instructional format, (4) nonprint material format, (5) features for disadvantaged students, (6) material readability, (7) illustrations, (8) print material format, (9) description, (10) comments, and (11) recommendation. A list of publishers/producers contacted during the search for curriculum materials is appended. (LRA)

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VOCATIONAL CURRICULUM RESOURCES FOR DISADVANTAGED STUDENTS

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INTRODUCTION

Vocational Curriculum Resources for Disadvantaged Students is the result of a nation-wide search for resources which are suitable for disadvantaged students in vocational programs. Emphasis in the search was placed on resources having high interest and low reading levels.

This guide consists of an "Instructional Checklist" for each resource. The Checklist was developed at the Maryland Vocational Curriculum Research and Development Center (MVCRDC), field tested and then revised to its present form. The Checklist conveys evaluative information such as usability, suitability, and recommendations in the *description* and *comments* sections. Other, more objective criteria are categorized in such area as *readability, format (instructional, print, and non-print), intended use, etc.* Criteria are checked as applicable for each resource. The information presented in the Checklist will, in many cases, enable educators to make purchase decisions. Local education agencies will find this guide beneficial in the adoption, modification and implementation of curriculum materials for use with disadvantaged students in vocational programs.

At the end of this guide is a listing of the producers/publishers contacted during the MVCRDC's search. Complete addresses are listed so that users will be able to acquire their own catalogs or additional information about available instructional resources.

Educators in Maryland are encouraged to inspect, review, and use the curriculum resources for disadvantaged students available at the MVCRDC. It will be noted in the *comments* section of the Checklist if a resource cited in the guide is not available at the MVCRDC.

Resource guides listing vocational curriculum material for teachers of handicapped and bilingual students have also been compiled by the MVCRDC. There is an overlapping of suitability requirements among these three populations, allowing some resources to be useable with more than one group. However, each resource, regardless of the fact that it may be suitable for one or both of the other populations, is listed in only one guide. Users should check their vocational areas of interest in each guide for the widest selection of resources available.

EXPLANATION OF THE REVIEW FORMAT

The "Instructional Checklist" consists of several different areas which provide the user with a detailed description of a resource's components and desirability.

The following areas appear on the front side of the Checklist:

- *TITLE BLOCK* lists the title, author, publication information, order number(s), price(s), and vocational subject area.
- *INTENDED USE* specifies the primary user of the resource (student, teacher, or administrator) and the educational level (secondary, post-secondary, or adult education).
- *INSTRUCTIONAL FORMAT* indicates the elements or components which comprise the resource.
- *NON-PRINT MATERIAL FORMAT* describes the type and length of audiovisual media.
- *FEATURES FOR DISADVANTAGED STUDENTS* addresses specific characteristics which have been identified as beneficial to the vocational education of the disadvantaged.
- *MATERIAL READABILITY* indicates copy format and reading levels (determined by the Fry formula, unless otherwise indicated).
- *ILLUSTRATIONS* describes the type of visuals included, such as cartoons, charts, and photographs.
- *PRINT MATERIAL FORMAT* lists the method of binding and number of pages in a printed instructional resource.

The reverse side of each form contains these areas:

- *DESCRIPTION* is a succinct, objective statement regarding the resource's content and design, frequently including chapter headings.
- *COMMENTS* provide the reviewers with a subjective evaluation of the resource, notes stereotypes and biases, and indicates reasons for recommendation or rejection.
- *RECOMMENDATION* is based on the overall suitability of the resource. Resources are generally recommended unless they are technically or pedagogically unsound, very difficult to obtain, contain unsuitable language, etc. Evidence supporting the evaluator's recommendation is found in the area entitled *comments*.

EXPLANATION OF THE TABLE OF CONTENTS

Instructional resources may be listed in one of the following ways:

- *VOCATIONAL SUBJECT AREA*, if the resource is designed primarily to teach students subject matter in a vocational class. Subject areas range from Agriculture to Welding. Subject areas not covered by these areas are included in "Miscellaneous Subject Areas."
- *BASIC READING/MATH SKILLS*, if the resource is designed primarily to teach students prerequisite reading or computation skills in order for them to succeed in a vocational course it is included here. These resources teach reading/math within a vocational context.
- *CROSS-REFERENCED*, if the resource fits into more than one subject area, it will be listed in each, but all listings will refer to the same page in the guide.

For example, a resource designed to teach math skills in the vocational area of agriculture would be included in the Table of Contents under Basic Math Skills, page 12, and also listed under Agriculture, again referring to page 12.

PREFACE

The Vocational Education Act of 1968 and P.L. 94-482 mandate that the disadvantaged be provided with broader opportunities to succeed in vocational education programs. Because their success is dependent upon suitable curriculum resources, this publication will save time in the educator's search for such resources.

Vocational Curriculum Resources for Disadvantaged Students represents the Center's effort to provide a comprehensive, up-to-date review of vocational education resources available for the disadvantaged.

Mention of publishers, trade names, or particular producers in no way constitutes endorsement of a resource by the Maryland Vocational Curriculum Research and Development Center or the Division of Vocational-Technical Education, Maryland State Department of Education.

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APPENDIX 544

TITLE A CURRICULUM GUIDE FOR CLASSES OF DISADVANTAGED STUDENTS IN AGRICULTURAL EDUCATION PROGRAMS

AUTHOR Crunkilton

SOURCE ERIC
Document Reproduction Service
P. O. Box 190
Arlington, VA 22210

Order #: ED 112 004
Price: $1.95

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 39

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________________
○ reading level _____ grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource proposes a broad outline for a program in agriculture education. The basic components include 24 enterprise instructional topics (such as masonry, electricity, plumbing, woodworking, cold metal working, farm structures, crops, conservation, etc.). Each instructional topic is divided into problem areas and applications (suggested student activities).

COMMENTS

The resource is designed to provide the educator with a source of ideas and directions with reference to selecting instructional units for an agricultural education program. Designers of the resource indicate that the document is not intended to represent a one-year course, but is to be used as a starting point in the development of an agricultural curriculum for the disadvantaged.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE AGRICULTURE MECHANICS PLANS

AUTHOR

SOURCE IML
10 Industrial Education Building
Columbia, Missouri 65211

Order #: AG-8-I Price: $35.00

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf (Binder included)
○ stapled
○ plastic spine
○ number of pages: _______

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator Working from plans
● reading level 6 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

The set of Agricultural Mechanics Plans includes the available shop plans from IML. The plans are either in booklet form or single sheet plan according to degree of difficulty. The plans are not in sequence upon arrival. An expandable binder and index pages are provided. Plans are provided in these areas:

1. Farm Implements
2. Farm Service Center
3. Sheep Equipment
4. Cattle Equipment
5. Poultry Equipment
6. General and Miscellaneous
7. Home Improvements
8. Cold Metal Skills
9. Arc Welding Skills
10. Woodworking Skills

Other index pages are provided but plans in those areas were not included. Most plans are well illustrated and give step-by-step building procedure. IML lists a large number of Ag-Plans which can be ordered separately.

COMMENTS

Most plans are not suitable to individual projects. Many would be ideal class projects or small group projects. Instructor supervision is necessary as the plans assume knowledge and/or experience with shop, plans and equipment.

VC
RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE APPLYING PESTICIDES

AUTHOR Colvin and Turner

SOURCE AAVIM
Engineering Center
Athens, Georgie 30602

Order #: AV204 Price: $146.25 Copyright: 1976

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 40 (Teacher manual)
40 (Student manual)
96 (Study manual)
48 (Script)

MATERIAL READABILITY

○ large print format
● double column copy
● generous paragraph spacing
● high interest level motivator Photographs
● reading level 12 grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
● 35mm slide w/cassette
● length _____ min. See back.
○ OH projectuals
● color
○ B/W
○ games
○ other ____________

DESCRIPTION

Applying Pesticides is a set of 6 cassette tapes (recorded on one side with audible tone and automatic advance) and 337 35mm slides divided into 6 units of varying length (10-15 min.). Also included are: a teacher's manual, student manual, 1 study manual and script for the tapes.

Topics covered are:

1. Recognizing Pests and Pesticides
2. Selecting Pesticides
3. Handling Pesticides Safely
4. Type and Size of Sprayer to Use
5. Operation Sprayers
6. Applying Pesticides

The study manual contains many duplicate photographs of the slide presentation and allows students to review at their own pace.

The student manual contains review questions and exercises.

The teacher's manual contains answers to the review questions and suggestions about how to administer the course.

COMMENTS

Some racial bias is shown as is sex bias.

This is a complete program, well thought out and carefully put together.

Reading skills are necessary. The narration is brisk at times but the study manual should allow students to do necessary review.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BASIC HYDRAULICS FOR FARM MACHINERY

AUTHOR Weston, et. al.

SOURCE IML
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

Order #: AG-9-I Price: $2.30 Copyright: 1973

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 57

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
○ reading level ____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This is a suggested curriculum outline for teaching a course in Basic Hydraulics. It is geared for farm machinery but could be adapted easily to all machinery with hydraulic systems.

Areas covered are: introduction, basics, pumps, valves, cylinders, motors, accumulators, filters, seals, fluids, maintenance, diagnosis and testings and flow patterns.

Pages suitable for transparency masters are included.

COMMENTS

This is a comprehensive unit adaptable by the teacher to fit any learning style and/or capacity.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE BUILDING FENCES

AUTHOR

SOURCE AAVIM
Engineering Center
Athens, Georgia 30602

Order #: 405 Price: $3.00 Copyright 1974

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 96

MATERIAL READABILITY

○ large print format
● double column copy
● generous paragraph spacing
● high interest level motivator illustrations
● reading level 7 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
● color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
○ secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

Building Fences describes how to lay out and clear fence lines, build barbed wire, woven wire, electric, cable, panel, board, wood-rail, and chain-link fences. It also describes how to build gates.

COMMENTS

Racial and sex bias is shown; characters are predominantly white males.

There is no measurement of learning to assess achievement of stated objectives. Numerous illustrations aid easy understanding of content. The information in this resource is methodically presented. It is a good reference/how-to guide.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE FIELD MOWERS

AUTHOR Turner, Smith, and Wren

SOURCE
AAVIM
Engineering Center
Athens, Georgia 30602

Order #: 201 Price: $3.20 Copyright: 1966

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 124

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ● generous paragraph spacing
- ○ high interest level motivator __________
- ● reading level 8.5 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________

DESCRIPTION

This text covers all topics dealing with selecting and maintaining field mowers. Some of the topics addressed are:

1. Criteria for selection, i.e., based on cropping practices and timelines, and tractors and machinery already available.
2. Maintenance: of knives, guards, rotary mowers, etc.

COMMENTS

Sex and racial present. No real measurement of learning. Some information in this resource may be obsolete depending on changes in the industry during the past 13 years. However, text is simply written and uses numerous illustrations to enhance understanding.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOW TO COLLECT AND TEST SOIL SAMPLES

AUTHOR Wilcox

SOURCE Career Aids, Inc.
8905 Lurline Ave.
Chatsworth, California 91311

Order #: PX8412 Price: $40.00 Copyright: 1975

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 10

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________
○ reading level ____ grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
○ secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
● 35mm slide w/cassette
● length 15 min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip

VCRD

DESCRIPTION

How to Collect and Test Soil Samples contains a study guide, 35mm filmstrips, and a cassette (recorded on one side with audible pulse) packaged in a neatly organized cardboard box.

Slides and filmstrip are identical.

Study guide instructs students as to how to use material, when objective can be considered accomplished, and gives a series of questions and a posttest (answers included at end of guide.) This study guide may be reproduced.

A list of material needed to complete the task is included.

COMMENTS

Sex biased language is used in the guide. Biases are not apparent in filmstrips.

Prerequisite skills are identified at the beginning of the filmstrip. There are a number of skills needed to complete this module including use of specialized equipment.

This is an excellent format. This particular set is more technical but could be completed by disadvantaged student if help were provided. Provisions for repetition are made in the format.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOW TO FERTILIZE GREENHOUSE PLANTS

AUTHOR Sibley

SOURCE Career Aids, Inc.
8905 Lurline Ave.
Chatsworth, California 91311

Order #: PX8405 Price: $40.00 Copyright: 1974

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 10

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
● 35mm slide w/cassette
● length 10 min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip

DESCRIPTION

How to Fertilize Greenhouse Plants contains a study guide, 35 mm slides, 35mm filmstrip, and a cassette (recorded with audible pulse on one side) packaged in a neatly organized cardboard box.

Slides and filmstrip are identical.

Study guide instructs student as to how to use material, when objective can be considered accomplished, and gives a series of questions and a posttest (answers included at end of guide.) The study guide may be reproduced.

This resource should follow achievement of objectives in How to Water Greenhouse Plants.

COMMENTS

Language in the guide is sex biased. No persons are shown in the filmstrip, so no racial or cultural bias is apparent.

Prerequisite skills are mentioned at the beginning of the filmstrip but are not difficult, i.e., basic orientation to metrics, basic plant parts and watering procedures.

Exposure to terms related to fertilizers is helpful but not absolutely necessary.

This is an excellent format. Information is presented clearly. Students learn through active participation and repetition as necessary.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOW TO RECOGNIZE AND CONTROL COMMON GREENHOUSE PESTS

AUTHOR Sibley

SOURCE Career Aids, Inc.
8950 Lurline Ave.
Chatsworth, California 91311

Order #: PX8406 Price: $40.00 Copyright: 1974

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 10

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ● 35mm slide w/cassette
- ● length 10 min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrip

VC
RD

DESCRIPTION

How to Recognize and Control Common Greenhouse Pests contains a study guide, 35mm slides, 35mm filmstrip, and a cassette(recorded on one side with audible pulse) packaged in a neatly organized cardboard box.

Slides and filmstrip are identical.

Study guide instructs student as to how to use the material, when objective can be considered accomplished, and give a series of questions and a posttest (answers included at end of guide.) The study guide may be reproduced.

A list of materials needed for completion of task is included.

This resource should follow achievement of objective in *How to Water Greenhouse Plants*.

COMMENTS

Sex biased language is used in the guide. Biases are not apparent in filmstrip.

Prerequisite skills identified at beginning of the filmstrip but are not difficult, i.e., basic orientation to metric system, basic plant parts, and watering procedures.

This is an *excellent* format. Information is presented clearly and supported by captions on the slides/filmstrip. Students learn through active participation in projects and repetition as necessary.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOW TO WATER GREENHOUSE PLANTS

AUTHOR Sibley

SOURCE Career Aids
8950 Lurline Ave.
Chatsworth, California 91311

Order #: PX8404 Price: $40.00 Copyright: 1974

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 10

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
● 35mm slide w/cassette
● length 15 min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip

DESCRIPTION

How To Water Greenhouse Plants contains a study guide, 35 mm slides, 35 mm filmstrip and cassette (recorded on one side with audible pulse) packaged in a neatly organized cardboard box.

Slides and filmstrip are identical.

Study guide instructs student as to how to use the material, when objective can be considered accomplished, and gives a series of questions and a posttest (answers included at end). The study guide may be reproduced.

COMMENTS

Language in the study guide is sex biased. No persons are shown in the filmstrip so no bias is apparent. This program is designed for individualized instruction and active participation by the student.

Prerequisites are mentioned at the beginning of the filmstrip but are not difficult, i.e., basic orientation to metrics and basic plant parts.

This is an excellent format. Information is presented slowly and precisely. Some knowledge of greenhouse vocabulary is assumed.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE MATHEMATICS FOR AGRICULTURE

AUTHOR Miller

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: AG-73 Price: $5.50

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 175

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______________
○ reading level 7-8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______________

DESCRIPTION

This manual contains units on: whole numbers, fractions, decimals, ratios and proporations, percentage, measurement (linear, square, cubic), weights and measures (dry and liquid), square root and interest. A brief discussion of the metric system is included. The appendix contains tables of useful information. Unit tests are included.

COMMENTS

All of the text and work problems relate to farming and landscaping. Reading level and the use of cartoons and illustrations make this manual suitable for disadvantaged students. It can be used for either group of individual instruction.

● RECOMMENDED O NOT RECOMMENDED

TITLE ORNAMENTAL HORTICULTURE
(Series of 6, see back)
AUTHOR Hostetter, et.al.

SOURCE Career Aids, Inc.
8950 Lurline Ave.
Chatsworth, California 91311

Order #: VX204 Price: $87.00 Copyright: 1972

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 10/booklet

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ○ generous paragraph spacing
- ● high interest level motivator filmstrip
- ○ reading level ____ grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length 15 min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrip/cassette

DESCRIPTION

Ornamental Horticulture is a series of 6 filmstrips, 6 cassettes (recorded on one side only with inaudible pulse), a set of 20 review questions (multiple choice and true-false) for each filmstrip, and pictured script-books for each filmstrip. All packaged in a neatly arranged cardboard box.

The filmstrips included are:

1. Lawns and Ground Covers
2. Elements of Pruning
3. Controlling Pests of Ornamental Plants
4. Propagating Ornamental Plants
5. Fertilizing Ornamental Plants
6. Growing Media for Ornamental Plants

The script books contain all the slides in b/w that appear in color in the filmstrip. The script is also included.

Review questions are reproducible and answers key is provided.

COMMENTS

Racially, culturally and sex biased. Fairly contemporary.

Script books allow for adaptability to various learning methods.

Presentation is not lively but acceptable.

Good supplementary material explaining concepts and principles involved in ornamental horticulture.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PLANNING AN IRRIGATION SYSTEM

AUTHOR Turner & Anderson

SOURCE AAVIM
Engineering Center
Athens, Georgia 30602

Order#: 501 Price: $6.00 Copyright: 1971

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 107

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ● generous paragraph spacing
- ● high interest level motivator illustrations
- ● reading level 8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This text covers the factors affecting irrigation under 3 main headings:

Determining whether or not to irrigate
Determining what type of irrigation systems to use
Determining irrigation cost and return on investment

COMMENTS

Sex and racial bias is present in the illustrations. There is no measurement of learning provided in the text.

Text is profusely illustrated, which aids in student learning.

New terms are highlighted in bold print.

Seems to be well-written, although some concepts may be a bit difficult without any added demonstration and/or explanation.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PLANNING FARM FENCES

AUTHOR

SOURCE American Association for Vocational Materials
Engineering Center
Athens, GA 30602

Order #: 405 Price: $1.70 Copyright 1966

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 52

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
● reading level 8.5 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This booklet covers the design and types of farm fencing.
Topic areas are:

- Planning Location and Arrangement of Fences
- Determining What Quality Fencing Materials to Buy
- Selecting an Electric Fence Controller
- Deciding What Kind of End or Corner Construction to Use
- Determining the Number and Kind of Line Posts to Use
- Determining types of Passageways Needed

COMMENTS

This material was not designed specifically for the disadvantaged student. It may be useable because there are excellent illustrations, tables and pictures. The subject matter itself is not extremely difficult. It would be a good reference for the teacher.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PLANNING FOR AN INDIVIDUAL WATER SYSTEM

AUTHOR Henderson and Jones

SOURCE AAVIM
Engineering Center
Athens, Georgia 30602

Order #: 600 Price: $5.25 Copyright: 1973

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 156

MATERIAL READABILITY

○ large print format
● double column copy
● generous paragraph spacing
● high interest level
motivator Illustrations
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
○ B/W
● color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

This text covers the planning steps needed to develop a comprehensive water system for individual or farm use. This includes: water demand vs water availability, what is needed to provide safe water, water conditioning: determination and methods, pump installation, pipe installation, and electrical installation.

COMMENTS

Sex bias is present in both language and illustrations. Racial bias is present in illustrations.

There is no measurement of learning within the text. New terms are highlighted in bold print. The text is profusely illustrated which aids the understanding of sometimes difficult content material.

Recommended with reservations because there are no review questions or student activities. It also assumes student to be working in the field and having access to specialized equipment.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE RETAIL FLORISTRY: SALES AND MERCHANDISING

AUTHOR Gerding

SOURCE Instructional Materials Lab
10 Industrial Education Bldg.
University of Missouri - Columbia
Columbia, Missouri 65211

Order #: CGE-55-K Price: $8.50 (Student text)
3.50 (Answer book) Copyright: 1976

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
● paper bound
0 loose leaf
0 stapled
0 plastic spine
● number of pages: 234

MATERIAL READABILITY

0 large print format
● double column copy
● generous paragraph spacing
0 high interest level motivator ________________
● reading level 10 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
0 student work sheets
● review questions
● answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________________

DESCRIPTION

Retail Floristry covers a wide variety of topics relating to the floristry industry including career awareness, personal qualifications, marketing, display, delivery, commercial accounts, customer complaints, special needs arrangements, giftware and others. Prepared as a distributive education text a supplement titled Competencies and Content accompanies the text providing a list to help achieve goals in Retail Floristry. It is for student use.

The answer book is 48 pages long, costs $3.50 and contains answers to the end-of-chapter review questions.

COMMENTS

Portryal of sexes is equal in photos but racially imbalanced. Sex-biased language is used.

Good text but the preface suggests using outside materials to supplement the text. Information is presented in an understandable manner. Competency checklist is helpful to the student who is serious about the floristry industry. The text stresses the need for written and oral communication abilities.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SAFE OPERATION OF AGRICULTURAL EQUIPMENT

AUTHOR Silletto, Hull

SOURCE IML
10 Industrial Education Bldg
University of Missouri
Columbia, Missouri 65211

Order #: AG-10076H-S/-I Price: $2.75/2.60

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 108 stu. text / 47 tchr. guide

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator______________
- ● reading level 12+ grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________________

DESCRIPTION

Safe Operation of Agricultural Equipment is written as a training manual for youths involved in the operation of hazardous farm equipment.

The manual covers the following topics:

1. Safety is no Accident
2. Instruments and Controls
3. Maintenance and Safety Checks
4. Starting and Stopping Tractors
5. Tractor Safety on the Farm
6. Tractor Hitches, PTO and Hydraulics
7. Tractor Safety on the Road
8. Why Farm Machinery Accidents Occur
9. Farm Machinery Accident Situations
10. Safety Standards for Agricultural Tractors and Implements

Each unit is followed by a series of student activities and review questions on a worksheet.

Instructor's manual contains a helpful resource list, answers to review questions, and suggestions for further activities.

COMMENTS

The manual is sex-biased and shows some racial bias as well.

The activities are meaningful, the review questions are reenforcing, and the instructor's manual has excellent additional instruction suggestions and reenforcing activities.

The text is not colorful and appears somewhat uninteresting. However, if instructors implement their manual's suggestions, learning will become more interesting through supplements to the text.

● RECOMMENDED   0 NOT RECOMMENDED

VC
RD

TITLE SELLING FARM AND GARDEN SUPPLIES

AUTHOR Walsh, Joy & Hoover

SOURCE McGraw Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: 67960-6 Copyright: 1971

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 140

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
○ high interest level motivator________
● reading level 11 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________

DESCRIPTION

Selling Farm and Garden Supplies is designed to help students prepare for entry-level jobs in agri-business. There are 9 chapters:

1. Career Opportunities
2. Feeds and Animal Nutrition
3. Seeds
4. Plants, Shrubs, and Trees
5. Fertilizers: What They Are
6. Fertilizers: How to Use and Choose Them
7. Pesticides
8. Petroleum Products
9. Customer Services

Each chapter is followed by review exercises and a project.

The teacher's manual is not available at MVCRDC, but contains answers, suggestions and performance objectives.

COMMENTS

This work text has valuable information for the student desiring work in agri-business.

The reading level is prohibitive. The cost of this resource was indeterminate by MVCRDC staff.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE TRACTOR MAINTENANCE

AUTHOR Parady and Turner

SOURCE AAVIM
Engineering Center
Athens, Georgia 30602

Order #: 104 Price: $6.00 Copyright: 1975

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 150

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ● generous paragraph spacing
- ● high interest level motivator Illustrations
- ● reading level 8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ● color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

Tractor Maintenance is a "how-to" manual designed to supplement the owner's manual of a tractor. It describes procedures to be done after so many hours of operation and after one year of service. Some of these procedures are: maintaining the battery, hydraulic system oil level, servicing dry-type air cleaner, changing crankcase oil, maintaining tires, cleaning sediment bowl and fuel filter, adjusting clutch and brakes, servicing front wheel bearings, servicing drive mechanism, etc.

COMMENTS

Sex and racial biases are present; characters are mostly white males. Since the text is supplemented to the owner's manual for a tractor, it assumes recommended procedures will be done immediately after or concurrently with studying the owner's manual. There is no measurement for learning.

Procedures are described simply and the text has many illustrations.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE TRACTOR OPERATION AND DAILY CARE

AUTHOR Fore

SOURCE AAVIM
Engineering Center
Athens, Georgia 30602

Order #: 103 Price: $4.15 Copyright: 1970

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 120

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ● generous paragraph spacing
- ● high interest level motivator Illustrations
- ● reading level 10 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ● color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This text covers safe operation procedures of tractors, and maintenance techniques to keep them running well. Some of the major headings are: service jobs, starting the engine, controlling movement, hitching to tractor-operated equipment, routine operational jobs, refueling, etc.

COMMENTS

Sex and racial bias are present. No measurement of learning is provided.

Text is easily understood and profusely illustrated to aid understanding of difficult concepts. Safety in operation is stressed throughout.

There is no provision for review or student assessment.

VCRD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE YOUNG AND ADULT FARMER RECORD BOOK

AUTHOR Osburn

SOURCE
IML
10 Industrial Education Building
University of Missouri
Columbia, Missouri 65211
Order #: AG-7-YF1 Price: $8.00 Instructor's book
$3.50 Student book

SUBJECT AREA Agriculture

FEATURES FOR DISADVANTAGED STUDENTS

- 0 develops self-worth concept
- ● develops world of work concept
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- 0 hardbound
- 0 paper bound
- ● loose leaf
- 0 stapled
- 0 plastic spine 170 (Student manual)
- ● number of pages: 210 (Teacher manual)

MATERIAL READABILITY

- ● large print format
- 0 double column copy
- 0 generous paragraph spacing
- 0 high interest level motivator ______________
- ● reading level 8 grade
- ● reading level: professional

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- ● charts/graphs
- ● B/W
- 0 color

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- 0 performance objectives
- 0 student activities
- ● student work sheets
- 0 review questions
- 0 answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip 8mm
- 0 film loop/strip 16mm
- 0 film reel-to-reel 8mm
- 0 film reel-to-reel 16mm
- 0 35mm slide
- 0 35mm slide w/cassette
- 0 length _____ min.
- 0 OH projectuals
- 0 color
- 0 B/W
- 0 games
- 0 other ______________

DESCRIPTION

The Young Adult Farmer Record Book, student and instructor's copies, are designed to be used in "on-farm" instruction in farm financial management. The student's copy is a complete record system, including forms, divider tabs and index book. Additional forms can be ordered. The instructor's manual provides suggestions for use of the work sheets and individualized instruction. Both are packaged in a binder of appropriate size for forms and record keeping. There are fifteen units covering such subjects as: budget, taxes, financial statements, goals, farm planning, inventory, etc.

The student manual provides 29 forms covering: receipts, expenditures, depreciation schedules, inventory, hired labor, credit, etc.

COMMENTS

This set would be valuable on an "on-farm" situation. It would be hard to implement in regular high school or technical school setting.

The material itself is not motivational. Put in the proper setting it becomes excellent "hands on" learning practice for the young farmer. It could be used with adult farmer education in a classroom situation.

The instructor's guide is complete and extremely meaningful when assisting the students in learning and practicing good farm financial management.

Basic math skills and ability to follow directions on the forms is assumed and needed.

Because of the required setting and skills this resource may not be suitable for many situations.

● RECOMMENDED 0 NOT RECOMMENDED

22a

TITLE AUTO BODY: AN ADAPTIVE AND DEVELOPMENTAL PROGRAM FOR SPECIAL NEEDS STUDENTS
(Teacher's Guide)

AUTHOR DiTaranto

SOURCE
The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: AB-329 Price: $2.50

SUBJECT AREA Auto Body Repair

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 38

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________
- ○ reading level ____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________

DESCRIPTION

This auto body repair teacher's guide was developed for use with special needs vocational students. Eighteen instructional units are presented with performance objectives, basic content, and suggested acitivites. The units covered include shop orientation, safety, various tools, welding, sheet metal, auto glass, basic and advanced refinishing, wheel alignment, and estimating. There is also a student progress chart and student vocational inventory covering personal and work habits.

COMMENTS

This guide was developed in Camden, New Jersey's successful program. There are detailed lists of classroom activities but none appear to be radically different than the activities that would be carried out with any students. However, there is stress on audiovisual aids and vocabulary skills.

VC
RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE AUTO BODY REFINISHING

AUTHOR Colucci

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: AB-8 Price: $4.75

SUBJECT AREA Auto Body Repair

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 105

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator auto industry
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

A basic text covering the refinishing portion of the Auto-Body trade. Topics covered include: shop orientation, equipment, tools, materials, basic operations, spraying, refinishing procedures, and paint difficulties - causes and remedies. The text is illustrated with ink drawings and pictures. Lessons contain objectives and assignments. Unit achievement tests and a glossary are included.

COMMENTS

Technical and reading levels are suitable for use with some disadvantaged students. It can be used for either group or individual instruction.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE AUTO BODY REPAIR: METAL WORK

AUTHOR

SOURCE
Career Aids
8950 Lurline Ave.
Chatsworth, Ca. 91311

Order #: 940 Price: $175.00 Copyright: 1979

SUBJECT AREA Auto Body Repair

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 26 (instr. guide)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
○ reading level ____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length *___min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm Filmstrip with cassette (4 ea.)

* see description

DESCRIPTION

This resource consists of four filmstrips and cassette cartridges (with automatic and manual advance), and an instructors guide. The filmstrip titles and presentation times are as follows: Hand Tools & Power Equipment (15 min.), Basic Straightening Methods (13 min.), Using the Body Jack & Frame Machine (12 min.), and Using Fillers: Lead and Plastic (12 min.). The instructors guide contains the purpose statement and sequence for each filmstrip. Also included are follow-up questions and safety precautions. Most terms, including typical industry vernacular, are defined and used. The all-male dialog is moderate to fast. No females appear in the presentation, however, the visuals are not racially biased. Learning increments or steps are of moderate size. Individual objectives are stated in each presentation.

COMMENTS

This resource is composed of quality audio visuals, and is durably and attractively packaged. Procedures are shown in a sequential, step-by-step manner with extensive use of close-up photography and examples. Safety precautions are stressed throughout the filmstrips.

This resource would be most useful with students having some background in auto body repair. The presentations are highly informative.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE AUTO BODY REPAIR: REFINISHING

AUTHOR

SOURCE
Career Aids
8902 Lurline Ave.
Chatsworth, California 91311

Order #: 941 Price: $175.00 Copyright 1979

SUBJECT AREA Auto Body Repair

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 28 (Instr. guide)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length *_____min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35 mm Filmstrip with cassette (6 ea.)

* see description

DESCRIPTION

This resource consists of six filmstrips and cassette cartridges (with automatic and manual advance), and an instructors guide. The filmstrip titles and presentation times are as follows: Sanding Techniques, Tools and Materials (14 min.), Use and Care of the Spray Gun (11 min.), Masking, Priming and Puttying (13 min.), Spraying Color (14 min.), Paint Faults & How to Correct Them (14 min.), and Compounding and Polishing (13 min.). The instructors guide contains the purpose statement and sequence for each filmstrip. Also included are follow-up questions and safety precautions. Most terms, including typical industry vernacular, are defined and used. The all-male dialog is moderate to fast. No females appear in the presentation, however, the visuals are not racially biased. Learning increments or steps are of moderate size. Individual objectives are stated in each presentation.

COMMENTS

The resource is composed of quality audio visuals, and is durably and attractively packaged. Procedures are shown in a sequential, step-by-step manner with extensive use of close-up photography and examples. Safety precautions are stressed throughout the filmstrips.

This resource would be most useful with students having some background in auto body repair. The presentations are highly informative.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE AUTOMATION

AUTHOR

SOURCE The 2000 Company
Box 1055
1001 West 17th St. Suite J
Costa Mesa, California 92627

Order #: 3-A03-JI Price: $48.00

SUBJECT AREA Auto Body Repair

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 14

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length _____min. See back.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip/cassette

DESCRIPTION

Autovation is a series of 3 filmstrips designed to motivate auto shop students. The first is an interview with Jerry Alwards, a university graduate, who restores classic cars; the second is an interview with Andy Alvarez, an apprenticed self-taught man, who also restores classic cars. Both filmstrips are about 12 minutes long. The third is a 5 minute message from J. Grencik, the producer/interviewer.

The message is: "You are going to have to work like hell in order to make it in this society. And that means you are going to have to get off your ass!"

COMMENTS

Presentation is very low key in all three films - almost dull. The build-up to the "message" in the last film is wordy and does not say much of anything worthwhile. The punch at the end may make the whole series worth it but it is doubtful that these films would encourage any lasting motivation. A class would either think the films were great stuff or junk.

NOT AVAILABLE AT MVCRDC

○ RECOMMENDED ● NOT RECOMMENDED

TITLE RELATED MATHEMATICS - AUTO BODY TRADE
(Vol. 1)

AUTHOR Porroni

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: AB-9 Price: #5.00

SUBJECT AREA Auto Body Repair

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 146 + answer book

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ● reading level 8-10 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ○ student activities
- ● student work sheets
- ○ review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________________

DESCRIPTION

This student text-workbook presents mathematical principles using an auto-body context. Areas covered include whole numbers, fractions, decimals, percentages, measures and ratios. A sample final exam, appropriate tables, and an answer book are included at the end. Each lesson consists of an objective, related information (text & explanatory material), illustrative examples, and assignment problems. Most problem sections include both number and word problems with the letter usually specifically related to auto body work.

COMMENTS

These workbooks can be used by students individually or in groups, as a text or as a supplement. Students reading below grade level may need some extra assistance with the related information and word problems. Its main reason for use with the disadvantaged is that it provides assistance in an academic area related to a popular job field.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE RELATED MATHEMATICS - AUTO BODY (Vol. II)

AUTHOR Porroni

SOURCE The New Jersey Vcoational-TEchnical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: AB-10 Price: $5.00

SUBJECT AREA Auto Body Repair

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 120 & answer book

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator_____________
● reading level 9-10 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
○ student activities
● student work sheets
○ review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This student text-workbook presents the business-management aspects of the Auto-Body trade. The subject areas covered are: assets and liabilities, income purchasing procedures, operating expenses, and financial statements. Samples of many different business and financial forms are shown. A glossary, list of abbrevieations and symbols, and a sample final exam are provided at the back. Each lesson consists of objectives, related information (or textual material), illustrative examples and assignment problems.

COMMENTS

This guide should be used by students who have mastered Book 1. There is more text and the emphasis is on management and recordkeeping rather than on mathematical computation although that is included. Students who are not reading on, or close to, grade level, may need assistance from the teacher. The glossary in this item is an improvement over the vocabulary list in Book 1, as definitions are included. The chief value to the disadvantaged is the opportunity to develop skills needed for managerial positions.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE AUTO BOOK

AUTHOR Crouse & Anglin

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: see back Price: see back Copyright: 1979

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
● paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: see back

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator____________
● reading level 12 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

The "Auto Book Program" covers these areas of auto mechanics:

- Auto Engine Fundamentals
- Automotive Emission Controls
- Auto Transmissions & Power Trains
- Auto Air Conditioning Systems
- Auto Electrical Systems
- Auto Engine Service
- Auto Suspension - Steering - Brakes - and Tires

The text is well illustrated and well organized.

The auto Test Book contains a series of tests covering the stated objectives of the text's chapters. The answer key is in the instructor's guide as are hints and teaching suggestions.

The workbook is done in and reinforces the topic areas of the text.

The student study guide contains a series of questions, reviews, and ideas pretaining to the text content.

14564-4 (inst. guide)	89 pp.	$3.20
14563-6 (test bk)	98 pp.	3.80
14562-8 (wkbk)	246 pp.	4.76
14561¬X (study guide)	186 pp.	4.76
14560-1 (text)	627 pp.	11.96

COMMENTS

This is a well rounded program for the study of auto mechanics. The illustrations are clear and reflect recent products. The format, review, and reinforcing techniques may be useful for the disadvantaged student.

Auto repair is a technical field and it is so reflected in this resource. The readability is also high, therefore, this resource is recommended with reservations.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE AUTOMOTIVE AND PETROLEUM

AUTHOR Burton

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order #: By title Price: $ .50 Pre-test
$2.00 Student Workbook
$ .50 Answer Key

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ● provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 25 Pre-test
  162 Student Workbook
  20 Answer Key

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ● reading level 9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This resource is designed to develop skills and knowledge necessary for employment in service station jobs. The student workbook contains ten chapters:

Personal Qualities
Safety Procedures
Customer Greeting and Outside Service
Under the Hood Service
Giving Free Information
Handling Customer Objections and Complaints
Using the Telephone
Displays
Stockkeeping
Security and Maintenance

Contained in each chapter are: objectives, content, student activities, exercises, illustrations and photographs. Content is consistent with stated objectives.

Other components of this resource are a pre-test booklet and an answer key. The pre-test booklet, which contains a test for each chapter in the student workbook, is used for posttesting as well.

COMMENTS

This resource has been knowledgeably developed. It would be useful in an in-service or work experience program designed to prepare vocational students for jobs in service stations. A minor deficit is the lack of information for the teacher concerning implementation.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE AUTOMOTIVE AND PETROLEUM BOOK 2

AUTHOR

SOURCE Utah State Board of Education
250 East Fifth South
Salt Lake City, Utah 84111

Order #: By title Price: $ .50 Pre-test
$2.00 Student Workbook
$ .50 Answer Key

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
● provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 22 Pre-test
172 Student Workbook
20 Answer Key

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 11 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource consists of a consumable student workbook, a pre-test booklet, and an answer key booklet. The student workbook is divided into 10 chapters:

Automotive Lubricant Products
Crankcase Oil and Transmission Fluid
Under the Car Lubrication
Filters
Changing and Repairing Tires
Tires and Batteries
Gasoline Products
Fan Belts
Radiator Hoses and Caps, Thermostats
Cooling System Products,

and Car Specifications Manual. Each lesson contains objectives, content, exercises, exercise keys, illustrations and/or charts. The pre-tests are designed for use before and after each chapter. The resource has been written as a second part to an earlier automotive service text by the same author. It is, however, complete and independent of itself. The resource is designed to provide the student with a background which would facilitate working in a service station.

COMMENTS

Most illustrations are drawings, some are not clear. Objectives are succinctly stated and supported by content. Topic coverage appears broad enough to be adequate yet of sufficient depth for the intended occupation (service station worker). The resource does not provide information for the teacher concerning implementation in an extant or new program.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE AUTOMOTIVE WHOLESALER COUNTERMAN'S HANDBOOK

AUTHOR McGraw Hill, Inc.

SOURCE Automotive Service Industry Association
230 North Michigan Avenue
Chicago, Illinois 60601

Order #: By title Price: May be free Copyright: 1975

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 80

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level
  motivator Automotive industry
- ● reading level 8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

VCRD

DESCRIPTION

This handbook was prepared (1) to provide information on the duties of an automotive counterman, and (2) to provide a refresher course for experienced countermen. The content covered the following areas: The Automotive Industry and You; Parts, Equipment, Tools, and Supplies; Catalogs and Pricing; Before We Can Serve Customers; Your Store is Showing; Back of the Store Operations; Customer Relations; and You're a Salesman.

COMMENTS

The handbook is well illustrated; there are cartoons, exploded views of engines, etc., sample forms and many more. However, the reading level may be difficult for some disadvantaged students with poor reading skills. Also, while designed for individual use, it can be used for a class.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BASIC MOTORCYCLE REPAIR
(Series of 6, see back)

AUTHOR

SOURCE Career Aids, Inc.
8950 Lurline Ave., Dept. T-34
Chatsworth, California 91311

Order #: PP4323S Price: $149.50 Copyright: 1978

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 11

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ○ reading level ____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length 15 min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrips/cassettes

DESCRIPTION

Basic Motorcycle Repair is a series of 6 filmstrips, with cassettes (recorded with audible and inaudible pulse), and a teacher's guide packaged in a bookshelf cardboard box. Tool rack construction plans are also included.

The filmstrips are:

1. Tire and Wheel Service
2. Brake Service
3. Electrical Systems
4. Engine Service
5. Ignition Systems
6. Fuel Systems

All presentations are approximately 15 minutes in length.

The teacher's guide outlines the course and how to use the filmstrips as supplementary material. Reproducible laboratory worksheets are also included.

COMMENTS

Racial, cultural, and sex bias is present.

The narration moves quickly. A motocycle vocabulary and familiarity with motorcycles is assumed.

Photos are good, scenes are contemporary. Each filmstrip follows an outlined procedure showing how-to-do a certain task.

Good material to use to show an overall process before step-by-step instruction is given.

Recommended with reservations due to quickness of pace and knowledge assumptions.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE	COMPLETE GUIDE FOR EASY CAR CARE
AUTHOR	Lien & English
SOURCE	Prentice Hall Englewood Cliffs, NJ 07632
	Order #: 013-16022608 Price: $13.95
SUBJECT AREA	Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 389

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator____________
● reading level 7-8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

Content headings include:

- Basic Automotive Fastening Devices and Tools
- The Reciprocating Internal Combustion Engine
- The Automotive Lubrication System
- The Automotive Cooling System
- The Carburetor and Engine Fuel System
- The Exhaust and Emission Control System
- The Drive Train
- The Automotive Electrical System
- The Automotive Ignition System
- Chassis Suspension and Running Gear
- Tires
- Paint Trim and Upholstery
- Frequent Inspection and Care
- Buying a New Car
- Buying a Used Car
- Economics Considerations of Car Ownership
- Accidents and Insurance
- Taking a Trip
- New Challenges
- The Car of the Future

COMMENTS

This text is illustrated with amusing, interest-inviting cartoons. The book does not use standard text format, i.e., no review questions, no tests. etc.

Due to the lack of reinforcement and the somewhat technical nature of the content. the resource is recommended with reservations.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FUNDAMENTALS OF SERVICE: SHOP TOOLS

AUTHOR Deere and Company

SOURCE John Deere Service Publications
Department F
John Deere Road
Moline, Illinois 61265

Order #: FOS-51 Price: Varies Copyright: 1973

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 36

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ________
- ● reading level 7-8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________

DESCRIPTION

This manual was developed to train the student in the use of basic hand tools pertinent to the automotive/tractor mechanic industry. Covered are numerous hand tools and measuring tools. Entries include uses and safety points.

COMMENTS

The manual makes extensive use of line drawings and photographs. The reading level may be a bit high for some disadvantaged students but the illustrations may compensate for this.

● RECOMMENDED   O NOT RECOMMENDED

TITLE THE GREASY THUMB AUTOMECHANICS MANUAL FOR WOMEN

AUTHOR Wyatt

SOURCE

Mafex Associates, Inc.
90 Cherry Street
Johnstown, Pennsylvania 15902

Order #: 8V-1X0003 Price: $5.50 (Men) Copyright: 1976
3.30(Women, 5+ copies)

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ● number of pages: 216+

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______
- ● reading level 6.5 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______

DESCRIPTION

This resource provides both general and specific information concerning the trouble-shooting, maintenance and repair of automobiles. It is intended to provide the novice with sufficient information for minor repair work on autos. Major sections include: tools and theory, maintenance and repairs and troubleshooting. Chapter titles include: tools and other information, how a car works, maintenance routines, lubricant changes, a lube job, brake repair, when your car won't start, when your car won't run right, etc. Much of the content is technically accurate; some is not.

COMMENTS

This resource is not recommended due to the following factors:

a) sexist commentary, some of which may be construed to be of a hostile or questionable nature (introduction, pp. 15, 24, 25, 170).
b) inappropriate language or captions (pp. 24, 54, 59, 173)
c) unsafe suggestions concerning the use of tools (pp. 11, 17, 18, 21, 65, 136)

The purchasing policy of the publisher is discriminatory. Male purchasers pay $6.00 for the resource. Females purchasing five or more copies are entitled to a 40% discount.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE HYDRAULIC BRAKE SERVICE

AUTHOR

SOURCE Prentice Hall Media
150 White Plains Road
Tarrytown, New York 10501

Order#: 925 Copyright: 1977

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled (tchr. guide)
○ plastic spine
● number of pages: 27

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator________________
○ reading level ____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length * min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrips w/cassette cartridges (6 ea.)

* see description

DESCRIPTION

This resource consists of 6 film strips, 6 cassette tapes, and an instructor's guide. The individual titles and presentation times are as follows: Overview (11 min.), Rebuilding a Dual Piston Master Cylinder (10 min.), Removing Drum Type Linings (9 min.), Installing Drum Type Brake Linings (10 min.), Removing and Replacing Disc Brake Pads (10 min.), and Replacing Seals in a Single-Piston Caliper (9 min.). Pace of dialogue (male narration) is moderate to fast. Progression is sequential, step-by-step. Photography consists of full color strips; actual parts are clearly depicted. Some parts are shown in section. The resource assumes some knowledge of automotive technology (i.e., use and name of tools and materials, brake nomenclature, etc.). Safety practices are stressed throughout presentations. Cartridges feature both manual and automatic advance. This resource avoids racial stereotyping. All components are durably packaged.

COMMENTS

The technical level of the resource makes it suitable for disadvantaged students with some background in automotive technology. Content appears to be comprehensive, but is not self-paced. Resource would best serve as supportive material due to the moderate to fast dialogue. The instructor's guide provides some follow-up questions.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE MICROMETERS, CALIPERS AND GAUGES

AUTHOR

SOURCE IML
10 Industrial Education Building
Columbia, Missouri 65211

Order #: see back Price: see back copyright: 1969

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 16

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator__________
● reading level 8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____min.
● OH projectuals
○ color
○ B/W
○ games
○ other __________

DESCRIPTION

The text explains the parts and uses of the micrometer caliper, vernier micrometer, inside micrometer, micrometer depth gauge, vernier caliper, dividers and calipers, thickness gauges, plastigage, and sheet metal and wire gauges. Included is a 3 page section of classroom exercises and 5 laboratory exercises using the above measuring devices. The 20 transparency masters cover reading micrometers, calipers, and gauges. They include information and problems in reading the tools.

Text Order #: VE-169H-S Price: $2.00
Transparency Masters Order #: VE-269H-M Price: $3.25

COMMENTS

This text uses technical terms and concepts. A certain amount of math ability is required to conceptualize decimal places when using and reading guages. The material is not intrinsically motivating, and the type-set and reading level may be beyond many disadvantaged students. The transparency masters are simple and straight-forward. They could be useful in teaching disadvantaged students due to their simplicity and relevant problems.

These materials are sex-biased.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE SMALL GAS ENGINES

AUTHOR Roth

SOURCE Goodheart-Willcox Co., Inc.
123 West Taft Drive
South Holland, Illinois 60473

Order #: 2514 Price: $9.28 Copyright: 1978

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
0 paper bound
0 loose leaf
0 stapled
0 plastic spine
● number of pages: 232

MATERIAL READABILITY

0 large print format
● double column copy
● generous paragraph spacing
● high interest level motivator illustrations
● reading level 9 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
0 post-secondary

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
0 performance objectives
● student activities
0 student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____ min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________

DESCRIPTION

This text is divided into 15 chapters, a "useful information" section, dictionary of terms, and an index. Each chapter ends with review questions and suggested activities. The answers to questions are in the instructor's guide as are some hints for the teacher when using the resource.

The chapters include: engine construction and principles of operation, two and four cycle engines, various systems, tune-up, rotary engines, career opportunities, and others.

COMMENTS

The books written in simple terms using short sentences and paragraphs. New vocabulary is defined as it is introduced. Men are the only characters depicted in any of the photographs or illustrations.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SMALL GASOLINE ENGINES

AUTHOR

SOURCE IML
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

Order #: VE-473H-S Price: $3.85 Copyright: 1973

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● spine (wire)
- ● number of pages: 86

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ● reading level 9-10 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

Topic areas in this text are:

- Engine Operating Principles
- Measuring and Testing Instruments
- Compression System
- Ignition and Electrical Systems
- Preventive Maintenance
- Off-Season Storage
- Small Engine Safety
- Small Gasoline Engine Analysis

The text also includes 7 laboratory exercises.

COMMENTS

The text is informative with good illustrations.

The type-face is small and difficult to read. Few motivational techniques are used and the text may be too boring for disadvantaged students. For these reasons, this resource is not recommended.

○ RECOMMENDED ○ NOT RECOMMENDED

TITLE SMALL GASOLINE ENGINES: IGNITION SYSTEM REPAIR
(Individual Instruction Manual)

AUTHOR South Carolina State Department of Education

SOURCE Clemson University
Vocational Education Media Center
Clemson, South Carolina 29201

Order #: B-1-71 Price: $1.50 Copyright: 1971

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
● promotes development of psychomotor skills
● provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 51

MATERIAL READABILITY

● large print format
○ double column copy
● generous paragraph spacing
● high interest level
motivator instruction in steps
● reading level 7-8 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This individualized instructional manual consists of pictures and performance steps needed for servicing the ignition system of a Briggs and Stratton engine. A programmed instruction format is used throughout to guide the learner.

COMMENTS

The manual can be used for making instructional transparencies or for supplemental student reading.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE TORQUE AND TOROUE WRENCHES

AUTHOR

SOURCE I.M.L.
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

Order #: See back Price: See back Copyright: 1971

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 21

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator____________
● reading level 12 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
● 35mm slide w/cassette
● length ± 15 min.
● OH projectuals (Masters)
● color
○ B/W
○ games
○ other ____________

VCRD

DESCRIPTION

This resource consists of slide/cassette presentation, booklet, and transparency masters (all purchased separately).

The objective of this resource is to present the different types of torque wrenches, to understand what torque is and how to use a torque wrench. The click type, torsion bar and flexible beam type are covered. An example of torquing is given using a Briggs and Stratton engine. In the film the narrator suggests the use of the booklet would be helpful. The steps in locating and converting (if necessary) torque specifications are also covered. The physical quality of the material is good. The transparency masters can be used in lieu of the film and tape.

35mm slides/cassettes	Order #: VE-302H-V	Price: $11.50
Booklet	Order #: VE-301S	Price: $ 3.40
Transparency masters	Order #: VE-271H-M	Price: $ 3.25

COMMENTS

This resource uses some physics pertaining to torque and some difficult math is needed to make conversions. These computations may be too advanced for many disadvantaged students without prior discussion and thorough preparation.

Some questions requiring computations are asked during the film without allowing students sufficient time.

The transparency masters are sex biased and demeaning to women. Characters are predominately white males.

The advanced computations and high reading level required render this resource marginally acceptable.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE WHEEL AND STEERING ALIGNMENT

AUTHOR Colucci

SOURCE
The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey 08903

Order # AB-12 Price $3.00 Copyright 1977

SUBJECT AREA Automobile Mechanics

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 89

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator auto industry
● reading level 6-7 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This manual presents a number of lessons on automotive front end alignment. The units presented are: Camber, Steering-Axis Inclination, Toe, Tracking and Wheel Balance, and Steering Alignment. Lessons are presented in a how-to-do-it fashion with simple clear language. A vocabulary section with technical terms is included. Each lesson has an assignment - question section.

COMMENTS

Lessons are complete with illustrations, however, many pictures and/or illustrations are perhaps 20+ years old. The step-by-step presentation format makes this manual suitable for use with disadvantaged students with poor reading skills. It can be used for group or individual instruction.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ADDITION: A HIGH INTEREST WORKBOOK IN MATHEMATICS

AUTHOR Kravitz

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: MA-451 Price: $3.00 Copyright: 1978

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 86

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator games and puzzles
● reading level 6 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
● games
○ other ______________

DESCRIPTION

Written for special needs students, this workbook intersperses simple games, puzzles, and language activities into the necessary drillwork in addition. There is a unifying theme throughout of a girl with a part-time co-op job. The work proceeds from drill in addition of two single digits without carrying, through 6 column, 6 row problems involving dollars and cents. Consists of 36 pages of drills and tests, 18 number games and puzzles, 16 language activities, and a glossary.

COMMENTS

The reading level and presentation mode make this manual ideal for many disadvantaged students with deficits in arithmetic skills. Each page could be used as a master for making ditto masters or transparencies on a thermo-fax type machine.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE APPLIED MATHEMATICS FOR BUSINESS AND HOME

AUTHOR Justus

SOURCE Esp, Inc.
1201 E. Johnson, Box 5037
Jonesboro, Arkansas 72401

Order #: A27 Price: $4.00

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 24

MATERIAL READABILITY

- ● large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ____________
- ● reading level 6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ○ student activities
- ● student work sheets
- ○ review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

Applied Mathematics is a book of 24 liquid duplicating masters designed to supplement content course work. A chart is provided at the front of the book to correlate texts to worksheets. Answers are provided on teacher's side of the master copies.

Worksheets included are:

1. Checking Account
2. Proving Checking Account
3. Piecework Wages
4. Time Wages
5. Commission
6. Installment Buying
7. Savings Account
8. Family Budget
9. Automobile Ownership and Operation
10. Owing and Maintaining a Home
11. Depreciation
12. Profit and Loss
13. Profit, Gross and Net
14. Markup on Cost
15. Cash Ciscount
16. Real Estate Taxes
17. Sales Tax
18. Income Taxes
19. Social Security Taxes
20. Unemployment Taxes
21. Trade Discounts
22. Interest
23. Discounting Notes
24. Checking Bills and Statements

COMMENTS

These activities are challenging but involve the student in learning through participation. Excellent supplementary materials.

● RECOMMENDED O NOT RECOMMENDED

TITLE BASIC MATH SIMPLIFIED

AUTHOR Olivo and Olivo

SOURCE
Delmar Publishers
50 Wolf Road
Albany, N.Y. 12205

Order #: 1269-5 Price: $7.50

SUBJECT AREA Basic Mathematic Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ● provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 501

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ____________
- ● reading level 10 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

Basic Mathematics Simplified is a basic math text covering eight areas of mathematics:

1. basic mathematics
2. fundamentals of SI metrics and conventional Metric Systems
3. fundamentals of Applied Algebra
4. fundamentals of Applied Geometry
5. fundamentals of Applied Trigonometry
6. fundamentals of Advanced Mathematics (slide rule)
7. fundamentals of Electronic Calculators
8. fundamentals of mathematics applied to careers and consumer needs

These areas are divided into sections which are divided into units. There are examples and step-by-step rules and procedures throughout the text. Each unit concludes with a series of review problems (answers are provided in text). This text serves as a core to several "practical problem" texts in vocational areas which Delmar publishes. (They are listed elsewhere in this guide.)

COMMENTS

The content is thorough but the text appears crowded, difficult, and uninteresting. For these reasons and the high reading level, this text is not recommended for the disadvantaged student.

Though correlated to this text the "practical problem" texts could be used with other basic math texts.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE BASIC MATH SKILLS

AUTHOR Morrison

SOURCE McGraw Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: 43197-3 Price: $4.96 Copyright: 1972

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 62

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level
motivator ______
● reading level 5 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______

DESCRIPTION

Basic Math Skills is a text workbook covering +, -, x, ÷, decimals, fractions, and percents and their business applications.

The text gives step-by-step instructions on how to work various problems and provides exercises having business applications.

COMMENTS

This is a workable text and shows the practical applications of basic math to business.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BEGINNING MATHEMATICS CONCEPTS

AUTHOR Wolf

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
Phoenix, New York 13135

Order # see back Price see back Copyright 1974

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- 0 develops self-worth concept
- 0 develops world of work concept
- 0 promotes development of psychomotor skills
- 0 provides immediate feedback
- 0 modifiable instructional format
- 0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- 0 hardbound
- 0 paper bound
- 0 loose leaf
- ● stapled
- 0 plastic spine
- ● number of pages: 73

MATERIAL READABILITY

- 0 large print format
- 0 double column copy
- 0 generous paragraph spacing
- ● high interest level motivator chiefly pictoral
- 0 reading level ____grade
- 0 reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- 0 photographs
- 0 charts/graphs
- ● B/W
- 0 color

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- 0 individual instruction
- ● group instruction
- 0 secondary
- 0 post-secondary

INSTRUCTIONAL FORMAT

- 0 subject index
- 0 bibliography/references
- 0 performance objectives
- ● student activities
- ● student work sheets
- 0 review questions
- 0 answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip 8mm
- 0 film loop/strip 16mm
- 0 film reel-to-reel 8mm
- 0 film reel-to-reel 16mm
- 0 35mm slide
- 0 35mm slide w/cassette
- 0 length ____min.
- 0 OH projectuals
- 0 color
- 0 B/W
- 0 games
- 0 other ____________

DESCRIPTION

This workbook provides for beginning level student experiences with some of the concepts basic to the understanding of mathematics. Concepts covered include: smaller, larger, more, less, some, and how many. Order information is as follows:

	Order #	Price
student manual	143	$1.95
teacher manual	144	$1.00

COMMENTS

The concepts are presented visually by means of illustrations of common objects. The student is then expected to mark the one illustrating the presented concept. This material would be suitable for use with students having poor reading skills and little or no mathematics background or inclination.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE BO-CEC MATH RESOURCE GUIDE GRADES 7-9

AUTHOR Huffman

SOURCE Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Order # 707 Price $3.50

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 288

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator humorous illustrations
● reading level 9-10 grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

This publication is designed to supplement, enrich, and reinforce classroom instruction in mathematics and at the same time provide some information on careers. Resource units contained herein cover specific occupations and their relation to and reliance on math skills. Blue pages contain material for the teacher with answers correctly filled in where appropriate. Yellow pages contain instructions for the teacher preparing to teach the course. White pages are the materials as they are in the student's text-workbook.

COMMENTS

If many of the long sentences and some of the vocabulary words were modified, this material would be suitable for use with disadvantaged vocational students having poor math backgrounds. It utilizes good motivational strategies.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE CAREER RELATED MATH UNITS (Teachers Edition)

AUTHOR

SOURCE Minnesota Instructional Materials Center
3554 White Bear Lake Avenue
White Bear Lake, Minnesota

Order # 801 Price $5.50 Copyright 1971

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 14 units

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator occupational areas
● reading level 7-9 grade stu. mat.
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This publication is designed to provide supplementary math skills for 14 occupational clusters. Occupational clusters include: sales, insurance, construction, medical and health, performing arts, utilities, manufacturing and supply, and others. Each cluster is divided into specific jobs. Units of instruction, focusing on specific jobs, provide both information and exercises. A teacher's section provides answers for exercises. Student exercises are realistic, and incorporate typical forms and job oriented work sheets.

COMMENTS

This publication would be useful to the vocational educator working with math-skills deficient students, although the reading level of the student material may be a little high.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE	GAMES FOR LEARNING
AUTHOR	Grubb
SOURCE	The New Jersey Vocational-Technical Curriculum Laboratory Rutgers State University Building 4103-Kilmer Campus New Brunswick, New Jersey 08903

Order #: SP-452 Price: $5.00 Copyright: 1978

SUBJECT AREA	Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ● provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 125 +27 p. answers

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level motivator games
- ● reading level 3 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This collection of 50 games and activities was designed for special needs students in a vocational orientation program. However, it should be useful with other students also. Most are on handout sheets to be reproduced and worked on independently. There are 14 individual games for the vocational subject areas, dealing largely with subject-matter vocabulary and other English skills; 16 individual games for math skills; 10 group games in a variety of areas; and 9 varied hands-on activities. Variations are suggested for most of the games.

COMMENTS

The games appear to be well chosen for an older age group, but one lacking in academic skills. Included are card games and one involving the use of dice. These activities would be most useful in conjunction with the Rutgers vocational orientation materials for special needs students but can be easily adapted to other programs or materials.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE GRAPHIC MATHEMATICS

AUTHOR Justus

SOURCE Esp, Inc.
1201 E. Johnson, Box 5037
Jonesboro, Arkansas 72401

Order #: A-29 Price: $4.00

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 24

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator_______________
● reading level 5 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other _______________

DESCRIPTION

Graphic Mathematics is a series of 24 spirit master duplicators designed to correlate with a textbook on the same subject matter. A chart is provided in the front to assist the teacher in making these correlations. Answers are provided on the teacher's side of the master copies.

1. A Budget
2. Using Circle Graphs
3. Ice Cream Preference
4. Library Book Reading Contest
5. Average Hourly Earnings
6. Automobile Registrations
7. Barley-Producing States and Provinces
8. Population of Some States
9. The Government Dollar Analyzed
10. Apple-Growing States and Provinces
11. Joan's Paper Sales
12. Comparative Speed of Land Animals
13. A Sales Record
14. Time Sun Rises
15. Lengths of Daylight
16. Tallest Dams in U.S., 1975
17. Longest Rivers in the U.S.
18. Automobile Depreciation
19. Gasoline Consumption vs. Speed
20. Population Growth in California
21. Time of Day of Auto Accidents
22. United States Population Growth
23. Earning Power
24. Average Temperatures

COMMENTS

These spirit masters are challenging but not difficult, cover interesting topics showing how to use various charts and graphs. Excellent supplemental material.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE HOW MUCH, HOW FAR, HOW MANY: PROGRAM IN BASIC MEASUREMENT
(series of 10, see back)

AUTHOR

SOURCE Career Systems
Singer Education Division
80 Commerce Drive
Rochester, New York 14623

Order #: by title Price: see back Copyright: 1976

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
● provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
0 plastic spine
0 number of pages: ________

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator________________
0 reading level _____grade
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W
0 color

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
0 post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
● performance objectives
0 student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
● length __*__ min.
0 OH projectuals
● color
0 B/W
0 games
● other 35mm filmstrip/cassette

*It will take a student about 50 minutes to complete the exercises in each filmstrip.

DESCRIPTION

How Much, How Far, How Many is designed to be a 12 unit program in measurement. The MVCRDC has 10 units consisting of 10 filmstrips and 10 cassettes (recorded with inaudible pulse on both sides; frame numbers are identified throughout the presentation.) Other components available include: a 3' x 3' work station, steel storage cabinet for all the the materials, viewer, instructor's manual, activity sheets and activity key booklet, pre-test and post-test (comprising the other 2 units), programmed instruction booklets (for student review of the units), and all of the measuring tools and items to-be-measured used in the filmstrip presentations.

The entire program lists for $1,950.00. However, Singer will sell the program in component parts. The parts the MVCRDC has are listed below:

Filmstrip/cassette

1. Introduction
2. Linear Measurement (U.S.)
3. Multiplication
4. Area Measurement(U.S.)
5. Volume, Weight & Temp. (U.S.)
6. Time
7. Angles
8. Linear Measurement (Metric)
9. Area Measurement (Metric)
10. Volume, Weight & Temp. (Metric)

Three programed instruction booklets, activity key booklet, and instructor's manual. Each filmstrip/cassette unit costs $12.00.

COMMENTS

There are references made to the activity sheets. Instructor would have to make similar ones or order them from Singer. Filmstrips do not follow any particular sequence after the introduction. They are designed to build on the student's present capabilities or give extra work in a weak area. Measuring tools and items to-be-measured will need to be obtained for completion of the exercises in the filmstrips. Repetition and immediate feedback are provided within each presentation. The general pace is moderate but is sometimes slow or quick. The entire program is designed for special needs students ranging from mentally retarded with math skills to disadvantaged students needing extra help in measurement.

● RECOMMENDED   O NOT RECOMMENDED

TITLE LEARNING DECIMALS-LEARNING PERCENT

AUTHOR Jones

SOURCE Hampden Publishers, Inc.
Box 4873
Baltimore, Maryland 21211

Order #: 5870 Price: $119.95

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
● promotes development of psychomotor skills
● provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 4/per lesson

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator Activity while listening
○ reading level ____grade to tape
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
○ student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length ____min. See back
○ OH projectuals
○ color
○ B/W
○ games
● other Cassettes

DESCRIPTION

This kit is a set of 10 cassette skill packs boxed in a sturdy, organized cardboard box. Each skill pack consists of 1 cassette tape recorded identically on each side, 30 student response booklets coinciding with the tape, an instructor's guide listing performance objectives, summary, notes, follow-up activities and answers to the included performance task sheet (post test). Each lesson is student paced but lasts about 40 minutes. The cassettes provide thorough instruction, directions for exercises, and answers. The kits are self-directing, self-pacing and self-checking.

This kit contains the following skill packs:

1. Counting Money and Making Change
2. Renaming Fractions and Decimals
3. Addition and Subtraction of Decimals
4. Multiplication of Decimals
5. Introduction to Division of Decimals
6. Dividing Decimals
7. Introduction to Percent
8. Finding the Percent of a Number
9. What's the Percent?
10. Applications of Percent

Each tape begins by telling the listeners exactly what they will need to complete the lesson, i.e., response booklet, pencil, scrap paper.

COMMENTS

Cassettes are clearly recorded using a variety of male voices throughout the series. Answers to response booklets are provided within the text of the tape.

Response Booklets are illustrated with sensitivity to minorities but there is some sex bias present.

Performance Tasks are challenging but brief. They may be duplicated or dittoed.

Instructor's Guide has helpful notes for preparing students and in giving follow-up exercises.

Good material, excellent supplement and/or additional help for the student having trouble in the above areas.

Can be adapted for group instruction.

● RECOMMENDED   O NOT RECOMMENDED

TITLE LEARNING FRACTIONS-LEARNING MEASUREMENTS
(10 Cassette skill packs)

AUTHOR Jones

SOURCE Hampden Publications, Inc.
Box 4873
Baltimore, Maryland 21211

Order #: 5875 Price: $119.95

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ● promotes development of psycho-motor skills
- ● provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 4/per lesson

MATERIAL READABILITY

- ● large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level
- motivator Activity while listening
- ○ reading level _____grade to tape
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ○ student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length 40 min. /lesson
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ● other Cassettes

DESCRIPTION

This kit is a set of 10 cassette skill packs boxed in a sturdy organized box. Each skill pack consists of 1 cassette tape recorded identically on each side; 30 student response booklets coinciding with the tape; an instructor's guide listing performance objectives, summary, notes, follow-up activities and answers to the included Performance Task sheet (posttest). Each lesson takes about 40 minutes to complete. The cassettes provide thorough instruction, directions for exercises, and answers. They are self-directing, self-pacing, self-checking.

This kit contains:

1. Naming and Identifying Fractions
2. Renaming Fractions
3. Addition and Subtraction of Like Fractions
4. Multiplying Fractions
5. Addition of Unlike Fractions
6. Subtraction of Unlike Fractions
7. Dividing Fractions
8. Measuring Length in Centimeters
9. Measuring to the Nearest ¼ Inch
10. Measuring Area

Skill Packs can be ordered separately.

COMMENTS

Cassettes - clearly recorded using a variety of male voices throughout the series.

Response Booklets - illustrations are sensitive to minorities

Performance Task - challenging but brief - may be duplicated or dittoed.

Instructor's Guide - notes are helpful for preparing students and in giving follow-up exercises.

Good material, excellent supplement and/or additional help for the student who needs it.

Can be adapted for group instruction.

"Naming and Identifying Fractions" skill pack may be too basic.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE LIFE SKILLS: ADDITION AND SUBTRACTION
(series of 4, see back)

AUTHOR

SOURCE Society For Visual Education, Inc.
1345 Diversey Parkway
Chicago, Illinois 60614

Order#: A508-SATC Price: $99.00 Copyright: 1978

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf (3-ring binder)
○ stapled
○ plastic spine
○ number of pages: ______

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______
○ reading level ____ grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 10-15 min. each
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrips and cassettes

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DESCRIPTION

This is a 4-part series: 1) Numbers, Place Value, and Rounding, 2) Addition, 3) Subtraction, and 4) Using Addition and Subtraction. The series is packaged in a binder which contains the filmstrips, cassettes, and other printed materials. The teacher's manual gives suggestions for pre- and post-filmstrip discussions, lists objectives, and gives suggestions for classroom activities. A copy of each script is provided. The package includes a set of reproducible student work sheets for each title. The physical quality of the package is good.

COMMENTS

Addition and subtraction is approached through a real life setting, using actual examples of situations where addition and subtraction are used. This makes the series suitable for disadvantaged students. The presentation is sometimes erratic, but prior class discussion should alleviate this problem. The background music is awkward at times, either too loud or inappropriate. The material is sexually and culturally balanced.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE LIFE SKILLS: DECIMALS
(series of 4, see back)

AUTHOR

SOURCE Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, Illinois 60614

Order#; A 511 SATC Price: $99.00 Copyright: 1978

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf (3-ring binder)
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 10-15 min. each
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrips & cassettes

DESCRIPTION

This series has 4 parts:

1. Decimals: Measuring and Rounding
2. Decimals: Addition and Subtraction
3. Decimals: Multiplication and Division
4. Decimals: Practical Applications

The complete unit is packaged in a binder that is used to store the tapes, filmstrips, and other printed materials. The teacher's manual gives suggestions for pre and post filmstrip discussion, objectives, and classroom activities. A copy of each script is supplied. The package includes a set of work sheets for each title. The physical quality of the material is good.

COMMENTS

The importance and use of decimals is shown in a realistic setting. The use of young people in real situations is good. The pace of the material is suitable for most disadvantaged youth. The tape allows time for work during the presentation. There are times when the presentation seems erratic and confusing. Discussions prior to the presentation would alleviate this problem. Backgound music is awkward at times; either too loud or inappropriate. The material is sexually and culturally balanced.

NOT AVAILABLE AT MVCRDC

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LIFE SKILLS: EVERYDAY MATH: TABLES, GRAPHS, AND SCALE
(Series of 4. See back)

AUTHOR

SOURCE S.V.E.
1345 Diversey Parkway
Chicago, Illinois 60614

Order #: 514-SATC Price: $99.00 Copyright: 1978

SUBJECT AREA Basic Mathematic Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf (Binder provided)
- ● stapled
- ○ plastic spine
- ● number of pages: ±60

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator_______________
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ○ student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length 8-11 min. per filmstrip
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrips and cassettes

DESCRIPTION

The Life Skills: Everyday Math: Tables, Graphs and Scale is packaged in a 3-ring binder containing four filmstrips and cassettes (recorded with audible and inaudible pulse), a teacher's manual and 41 skill extenders.

The filmstrips are entitled:

		Time (Minutes)
1.	Math: Tables	9
2.	Math: Types of Graphs	10:30
3.	Math: Using Graphs	8
4.	Math: Scale	9

The teacher's manual contains an introduction and sections on the four filmstrips containing a summary, performance objectives, pre-film and post-film discussion ideas, classroom activities, and the written narration for each filmstrip.

The skill extenders are reproducible for student use.

The master copy has answers on back.

COMMENTS

The use of male and female narration, good integration of sexes and cultures make this resource applicable for disadvantaged students.

The skill extenders are meaningful activities complementing the filmstrip. The filmstrips explain a concept then have student figure a simple problem from the example.

Filmstrips are entertaining but convey meaningful content.

Packaging holding tapes and filmstrip cannisters is manageable but sometimes it is difficult to extract components from their slots.

VC RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LIFE SKILLS: MATH WORD PROBLEMS
(series of 4, see back)

AUTHOR

SOURCE Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, Illinois 60614

Order#: A 515 SATC Price: $99.00 Copyright: 1978.

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf (3-ring binder)
○ stapled
○ plastic spine
○ number of pages: _______

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator_______________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 10-15min. each
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrips & cassettes

DESCRIPTION

This series has 4 parts:

1. Techniques
2. One-step Operations
3. Two-step Operations
4. Problems in Logic

The complete set is packaged in a binder which stores the tapes, filmstrips, and other print material. The teacher's manual gives suggestions for pre and post film discussion, lists objectives, and gives suggestions for classroom activities. A copy of each script is supplied. The package includes a set of worksheets for each title. The physical quality of the package is good.

COMMENTS

The "hated" word problem is taught with a real world approach. The value of being able to work these problems is shown through examples of young people in everyday life. The pace of the material is suitable for the disadvantaged student and time is provided to work problems presented. The presentation is sometimes erratic and confusing but prior class discussion should alleviate this problem. Background music is awkward at times; either too loud or inappropriate. The material is sexually and culturally balanced.

NOT AVAILABLE AT MVCRDC

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LIFE SKILLS: PERCENT
(Series of 4. See back.)

AUTHOR Burleigh

SOURCE S.V.E.
1345 Diversey Parkway
Chicago, Illinois 60614

Order #: 512-SATC Price: $99.00 Copyright: 1979

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ● loose leaf (Binder provided.)
- ● stapled
- ○ plastic spine
- ● number of pages: ±60

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ○ student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length 8-12 min./per film
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrips and cassettes

DESCRIPTION

Life Skills: Percent is packaged in a 3-ring binder with 4 filmstrips and cassettes (recorded with audible and inaudible pulse), a teacher's manual, 28 skill extenders and a set of 50 word problems. The filmstrips are entitled:

1.	Ratio, Proportion and Percent	11:20 Minutes
2.	Interest and Percent	10:00
3.	Discount Buying and Percent	8:30
4.	Problems with Percent	10:15

The teacher's manual includes an introduction, sections for each filmstrip containing a summary, performance objectives, pre-film and post-film discussion items, classroom activities and written narration of the filmstrips.

The skill extenders are reproducible and answers are provided on the back of the master copy.

COMMENTS

The set is integrated well and sex fair. The filmstrips are fairly entertaining, but unusual visual backgrounds and music may be a distractor rather than attractor. Most of the skill extenders are word problems. Class activities are meaningful.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE LIFE SKILLS: REAL WORLD MEASUREMENT
(Series of 4 - See back)

AUTHOR

SOURCE Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, Illinois 60614

Order #: A 513SATC Price: $99.00 Copyright: 1978

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf (3-ring binder)
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 10-15min. each
○ OH projectuals
● color
○ B/W
○ games
● other 35 mm filmstrips and cassettes

DESCRIPTION

This instructional package is broken into 4 parts:

1. Linear Measurement
2. Finding Area
3. Volume and Capacity
4. Mass (Weight)

It is packaged in a binder which stores the tapes, filmstrips and all print materials provided. The teacher's manual gives suggestions for pre and post filmstrip discussions, lists objectives and gives suggestions for classroom activities. A copy of each script and a set of reproducible work sheets for each title are supplied. The physical quality of the package is good.

COMMENTS

The topics are covered in a relevant way by using common situations as problems. The use of young people make it seem real and relevant and suitable for the disadvantaged youth. The tape allows time for work during the presentation. There are times when the pace is too abrupt and fast, but explanations prior to presentation would diminish this problem. Background music seems awkward at times; either too loud or inappropriate. The material is sexually and culturally balanced.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LIVING WITH THE METRIC SYSTEM

AUTHOR Headrick

SOURCE IML
10 Industrial Education Building
University of Missouri - Columbia
Columbia, Missouri 65211

Order #: VE-9-I Price: $3.50

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 72

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 12+ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Living with the Metric System is divided into 10 chapters covering language, various measurements, and conversion factors.

COMMENTS

The text is not suitable for the disadvantaged because it is hard to read, has no work problems and there are no commas used in number notation.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE MATHEMATICS
(7 resources in a series; see description for individual titles and order numbers)

AUTHOR

SOURCE Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Order#: see back Price: $9.95 each

SUBJECT AREA Basic Mathematic Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length ± 40 min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource consists of 7 independent cassette learning packages. The titles and order numbers are:

"Mathematics: Addition and Subtraction Facts"	#9401
"Mathematics: Renaming Fractions"	#9412*
"Mathematics: Add and Subtract Like Fractions"	#9413*
"Mathematics: Multiplying Fractions"	#9414*
"Mathematics: Addition of Unlike Fractions"	#9415*
"Mathematics: Subtraction of Unlike Fractions"	#9416*
"Mathematics: Dividing Fractions"	#9417*

Each cassette learning package contains a guide, 30 student response sheets, a cassette, and a reproducible post-test. Language used is simple and presented slowly and clearly. Terms essential to further development of math skills are explained and their use is reinforced. Quality of print materials appears to be good. Illustrations used do not depict vocationally-oriented situations or objects. Resources are individually packaged in durable boxes.

* These are duplicates of units under the title "Learning Fractions——Learning Measurement" which is also reviewed in this guide.

COMMENTS

This resource lends itself to remedial work with vocational students having difficulty with Elementary Arithmetic and Fractions. The format makes the resource primarily suitable for individual instruction. Additional student response sheets are available from the producer. The teacher's guide is brief, but contains performance objectives, answers to performance tasks (post-test), follow-up activities, etc.

Available at MVCRDC under listing of "Learning Fractions——Learning Measurement".

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MATHEMATICS AT WORK: FRACTIONS

AUTHOR Singer

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 57488-X (Key) Price: $1.56 Copyright: 1977
57487-1 (Text) $3.96

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
● develops world of work concept
0 promotes development of psycho-motor skills
● provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
● paper bound
0 loose leaf
0 stapled
0 plastic spine
● number of pages: 100

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator________________
0 reading level _____grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
0 color

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
0 post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
● student activities
● student work sheets
0 review questions
● answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________________

DESCRIPTION

This consummable text-workbook is designed to give students practice in fractions with application to vocational areas. There are 19 sections and an answer section (odd numbered problems.) The sections include addition, subtraction, multiplication, and division of fractions, rulers, algebraic equations, and direct/inverse proportion.
Other workbooks in the Mathematics at Work series include Decimals (#57489-8) and Algebra (#57491-S). These two are not available at MVCRDC.

COMMENTS

This is a workable text. New vocabulary is emphasized. Would be useful with disadvantaged students, but they may need additional help with word problems.

Most pictures portray Caucasion males.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MATHEMATICS FOR EMPLOYMENT
(Parts 1 and 2)

AUTHOR Parsky

SOURCE Mafex Associates, Inc.
111 Barron Avenue
Johnstown, Pennsylvania 15906

Order #: See back Price: See back Copyright: 1970

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 180, 205

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator job related
● reading level 6-7 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This publication is available in two parts. Both cover basic arithmetic skills (+, -, X, ÷). Student worksheets include basic problems with no carrying through word problems. An emphasis is placed on practical applications, i.e., incorporation of forms commonly used in restaurants, retail outlets, laundry, cleaners, etc. Pages are perforated. A guide book and transparencies are also available for this series.

Part I Order #: 052010 Price: $3.40
Part II Order #: 052110 Price: $3.65

COMMENTS

These publications are basically student workbooks that can be used for individual or group instruction. Students with poor motivation may find it difficult to utilize these resources.

● RECOMMENDED ○ NOT RECOMMENDED

VC
RD

TITLE MATHEMATICS FOR THE WORKER, BOOK VIII
(Teacher's Edition)

AUTHOR Parsky

SOURCE Mafex Associates, Inc.
111 Barron Avenue
Johnstown, Pennsylvania 15906

Order #: By title Price: Unknown

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 200

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This teacher's edition of Mathematics for the Worker contains suggested teacher strategies as well as answers. The text is designed for high school and adult E.M.R. students. It covers basic mathematical skills (+, -, X, ÷) in an everyday framework which stresses the working world. There are many forms and different types of sales slips, etc. to be filled out.

COMMENTS

The reading level and format of presentation of this resource may facilitate its use with disadvantaged students, particularly those with poor math backgrounds. In the answer keys problems involving sales taxes are answered for 4% and 5% rates but if another tax rate is used, the teacher will have to figure it out.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MATH PRINCIPLES FOR FOOD SERVICE OCCUPATIONS

AUTHOR Haines

SOURCE Delmar Publishing Company
50 Wolf Road
Albany, N.Y. 12205

Student text Order #: 1680-1 Price: $4.65
Teacher manual Order #: 1681-7 Price: $1.35

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 197 Student text
  87 Teacher's manual

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level
  motivator______________
- ● reading level 7.5 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This text has five main parts subdivided into 20 units. The parts are:

- review of basic math skills
- math required for the preparation crew
- math used by the service crew
- math used by management
- math for one and all

A teacher's manual is available providing answers for the problems in the text. A glossary listing the needed vocabulary is located at the back of the text.

COMMENTS

This text is not necessarily geared to disadvantaged youth. However, the ample use of pictures and the fact that math is approached in the content area of food service occupations might make this text useful with the disadvantaged.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MATH SKILL BUILDERS

AUTHOR Everhardt

SOURCE
The Distributive Education Materials Lab
1885 Neil Avenue
115 Townsend Hall
Columbus, Ohio 43210

Order # by title Price $1.00

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 20

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ● reading level 6-7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ● student work sheets
- ○ review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______________

DESCRIPTION

The math skill builder consists of a series of ten math exercises, most of which have been presented in the context of a business type problem. Each exercise may have 10 or 20 individual problems concerning basic arithmetic manipulation (+, -, x, ÷). Answer keys are provided for students. Included in the publication are a pre and post-test to facilitate the measurement of math skill improvement.

COMMENTS

The skill builder may be useful in other vocational areas, and may also be of assistance to disadvantaged learners, although format of the presentation is not particularly motivating. The word problems deal with job-related situations. This materials may be used for group or individual instruction.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE	MEASURING DEVICES AND INSTRUMENTS
AUTHOR	Justus
SOURCE	Esp, Inc. 1201 E. Johnson, Box 5037 Jonesboro, Arkansas

Order #: A-28 Price: $4.00

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 24

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 5 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Measuring Devices and Instruments is a book of 24 liquid duplicating masters designed to supplement any textbook or discussion about the same subject matter. A chart is provided in the front to correlate texts to worksheets.

Answers and suggestions are provided on the teacher's side of the master copies.

Worksheets are:

1. Electric Meter
2. Gas meter
3. Water meter
4. Speedometer
5. Odometer
6. Cyclometer
7. Tachometer
8. Pedometer
9. Gasoline Pump
10. Fuel Gauge
11. Clock
12. Twenty-four Hour Clock
13. Thermometer
14. Compass for Showing Directions
15. Compass, a measuring device
16. Rain guage
17. Calendar
18. Protractor
19. Micrometer Caliper
20. Tape Measure
21. Carpenter's Square
22. Calipers, Inside and Outside
23. Weighing Scales
24. Counting Machines

COMMENTS

These worksheets are excellent supplementary material. Not too difficult but give practical experience working with meters, guages, etc.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE METRIC BALANCE SCALE KIT

AUTHOR

SOURCE Educational Design, Inc.
47 West 13 St.
New York, N.Y. 10011

Order #: B-MBK Price: $3.95

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 4

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ● other Scale

DESCRIPTION

Metric Balance Scale Kit comes packaged in a plastic bag. Directions for assembly and suggestions for activities are included. Kit includes all necessary parts to construct scale.

COMMENTS

Scale only needs to be built once. Experiements and concepts can either be assigned to individuals or small groups or demonstrated and explained to class. Good learning device for metric system weights and some abstract concepts, i.e., the weight of air.

● RECOMMENDED ○ NOT RECOMMENDED

VC
RD

TITLE THE METRIC SYSTEM WITH METRIC MARK

AUTHOR Headrick and Stapleton

SOURCE HOBAR Publications
1234 Tiller Lane
St. Paul, Minnesota 55112

Order #: VE-9-T Price: $23.00 Copyright: 1974

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
● OH projectuals
○ color
● B/W
○ games
○ other ____________________

DESCRIPTION

The Metric System With Metric Mark is a series of 68 transparencies covering an introduction to the metric system, using the linear function, linear to square, square to cubic to volume, volume to mass, and various measurements such as electrical current and temperature.

COMMENTS

Metric Mark is a Spanish-American type fellow who introduces and emphasizes points throughout the series.

Good supplement for course in metrics. Some material may be difficult.

Transparencies and transparency masters are included in the set.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MONSTER MATH

AUTHOR Campbell

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers-The State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: MA-446 Price: $2.00 Copyright: 1977

SUBJECT AREA Basic Math Skill

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: 135

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator cartoons
● reading level 3-4 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This basic math workbook covers addition and subtraction with numbers under 100. It is profusely illustrated with line drawings of various monsters who frequently request the student to perform a task. Many of the practice drills are presented in game form. There are word problems with significant clue words underlined to initiate students into the translation process from word sentences to numerical problems.

COMMENTS

Many students may enjoy using a math workbook that seems more like a comic book. Teachers may need to provide some guidance in the use of the materials, especially in reviewing the instructions before work commences. One helpful factor is the stress made on transposing between number symbols and the number written as a word. This concept could be reinforced by noting the need for this skill in writing checks.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PAL PRACTICAL LIVING SERIES: MATH THAT PAYS OFF, FIGURE IT OUT (1977)

AUTHOR Mooney, Schneck

SOURCE Xerox Education Publications
P.O. Box 2639
Columbus, Ohio 43216

Price: $.95 each

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
● double column copy
● generous paragraph spacing
● high interest level motivator comic book format
● reading level 4.5 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
○ B/W
● color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

VCRD

DESCRIPTION

These two booklets are presented in lively 3-color comic book form. Each of them is divided into sections and further divided into activities to be completed by the student. All activities are preceded by examples of the same problem. These consumable comic books could be completed by most students within two hours.

Some of the chapter headings are:

Figure Out Your Pay
Figure Out Your Deductions
Math Goes Shopping
Measuring Distances
Measuring Drips and Drops
Money Matters (making change, time is money)
Paying What You Owe

COMMENTS

The illustrations are contemporary and humorous, inviting high interest and motivation. The information is clearly and understandably presented. Examples and activities relate well to everyday use of presented concepts. The comic book paper will not hold up well under the usage that the same paper and content organization will invite. There is some sex role stereotyping.

● RECOMMENDED   ○ NOT RECOMMENDED

VC
RD

TITLE PRACTICAL PROBLEMS IN MATHEMATICS
(series of 8 see back)

AUTHOR Moore, et. al.

SOURCE Delmar Publishing Company
50 Wolf Road
Albany, New York 12205

Order #: see back Price: see back

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ● provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 120

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ● reading level 7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This series is comprised of eight texts. The texts, order numbers, and prices are:

Masons text	#0283-5	$2.85	Inst. Guide	#0284-3	$1.35
Automotive text	1273-3	2.85	Inst. Guide		1.35
Machinist text	0281-9	3.60	Inst. Guide	0282-7	1.35
Electricians text	0277-0	2.85	Inst. Guide	0278-9	1.35
Printers text	1280-6	4.05	Inst. Guide	1286-5	1.35
Office Workers text	1612-7	3.90	Inst. Guide	1613-5	1.35
Sheet Metal text	0287-8	3.45	Inst. Guide	0288-6	1.35
Welders text	0262-2	4.35	Inst. Guide	0263-0	1.35

These texts are designed to be used in conjunction with Basic Mathematics Simplified, by Olivio and Olivio. They provide meaningful problems in the vocational subject content area.

COMMENTS

The content is relevant to the subject areas, and does provide "real" problems that are encountered in those areas. Instructors guides are available which provide answers to the problems. Most text are well illustrated, but not intrinsically motivating. The value of these texts is that they do provide realistic problems in vocational subject areas. They would supply an instructor with "real" problems which saves class preparation time.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PRACTICAL SHOP MATHEMATICS

AUTHOR Power

SOURCE McGraw-Hill
Book Distribution
Hightstown, N.J. 08520

50592-6 (Tchr. man/key) $3.96 Copyright:
Order #: 50591-8 (Workbook-text) Price: $6.00 1979

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ● provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound (Wkbk)
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 250 (Wkbk)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator_______________
- ○ reading level 9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

Practical Shop Mathematics is designed to give the shop student practice in applying math to shop specific problems.

It begins with basic fractions and progresses to right-angle trigonometry. Metrics are also introduced.

The teacher's manual is not available at MVCRDC.

COMMENTS

By using the logical progression this text-workbook would be usable for all students. It builds upon its own foundations. As long as simple addition, subtraction, multiplication, and division are previouly mastered by the student this text is suitable for the disadvantaged.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE REAL LIFE MATH

AUTHOR Schwartz

SOURCE Career Aids, Inc.
8950 Lurline Ave.
Chatsworth, California 91311

Order #: HU 6630 Price: $162.00

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ● provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ______

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator______________
- ○ reading level ____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ● other cassette tapes

DESCRIPTION

Real Life Math is a simulation exercise where each student sets up his/her own business, complete with files and billing forms. The students perform a variety of financial transactions between a bank and a number of classroom businesses and utilities. These are operated by the teacher and one or more aides. The kit includes enough material for a three-month simulation period (3 periods a week). The topics covered are:

It's Your Business
Business Bills
Opening an Account
Checking Account Deposits
Checking Accounts
Check Points
Keeping Your Balance
Savings Accounts
Organizing Your Business Records
Balancing Your Monthly Statement

The tapes provide the majority of instruction but student, teacher, aide interaction is necessary.

Materials provided are:

Audio tapes (10)
Desk signs
Mail box
Posters
Teachers guide
Student book
Spirit masters (set of 15)
Withdrawal slips
Deposit slips
Savings pass book
Signature cards
Check registers
Check books
Check book covers

COMMENTS

This package provides a program to teach math in a meaningful way to students. The quality of the materials is good. The pace is adjustable, the narrator of the tapes tells students to feel free to stop the tape or back up if necessary. The material and program provide a medium encouraging the use of math relevant to disadvantaged students.

NOT AVAILABLE AT MVCRDC

● RECOMMENDED ○ NOT RECOMMENDED

TITLE UNITS OF MEASURE

AUTHOR Justus

SOURCE ESP, Inc.
1201 E. Johnson, Box 5037
Jonesboro, AR 72401

Order#: A-30 Price: $4.00 Copyright: 1976

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 24

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator_______________
● reading level 4 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other __________________

DESCRIPTION

Units of Measure contains 24 spirit duplicator masters designed to correlate with a textbook of the subject matter each worksheet has: 1) a behavioral objective, 2) teacher instructions 3) item for group discussion, 4) chalkboard exercises, 5) homework assignment, 6) vocabulary list, 7) space for additional notes, 8) a line to write-in what text and page the sheet correlates with.

The worksheet titles are:

1) Inch
2) Foot
3) Yard
4) Mile
5) City Block
6) Centimeter
7) Decimeter
8) Meter
9) Millimeter
10) Kilometer
11) Dozen
12) Day
13) Week
14) Month
15) Minute
16) Hour & Minute
17) Second
18) Ounce
19) Pound
20) Pint
21) Quart
22) Gallon
23) Peck
24) Bushel

COMMENTS

This set covers very basic material but for students who have trouble grasping measurement units these worksheets should be helpful. Excellent supplemental material.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE USEFUL ARITHMETIC
(Volumes I and II)

AUTHOR Wool and Bohn

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, New York 13135

Order #: See back Price: $1.95 each Copyright: 1972

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: ±65

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ● reading level 5-7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________________

DESCRIPTION

These two student workbooks stress arithmetic skills through everyday applications. The format is that of a workbook in which students record their responses. Volume I deals primarily with figuring bills while Volume II deals with topics such as savings and checking accounts.

COMMENTS

Limited use of illustrations and reliance on written examples and instructions may cause motivational problems with disadvantaged students, in spite of low reading levels in both volumes.

0 RECOMMENDED ● NOT RECOMMENDED

TITLE VOCATIONAL AND TECHNICAL MATHEMATICS IN ACTION

AUTHOR Levine

SOURCE Hayden Book Company
50 Essex St.
Rochelle Park, New Jersey 07662

Order #: 5717-2 Copyright: 1969

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 344

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________
- ● reading level 12 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ● charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film locp/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ● OH projectuals
- ● color
- ● B/W
- ○ games
- ○ other ____________

DESCRIPTION

The text has two main parts: measurement and trade application of math concepts. Part I covers: fractions, decimals, practical uses of percentages, trade formulas, and essentials of algebra. Part II covers: applied geometry, ratio and proportion, graphs, indirect measurements, and advanced topics. Problem sets are given in each unit along with a cumulative problem set at the end. An index is provided at the back of the book.

COMMENTS

The text appears well written, technically sound, and well illustrated. The content may be more technical than necessary at times. There are no intrinsic motivators. A traditional structured notebook/note-taking presentation is suggested by the author. This resource would require a teacher to be innovative to gain student interest.

A set of transparencies to accompany this text are available and may be helpful in motivating students. These transparencies are available to review at MVCRDC and may be purchased from United Transparency, Inc., Box 688, Binghampton, N.Y. 13902. Order #: VTM; price: $101.88.

It is suggested the teacher review this resource to determine suitability for selected use.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VOCATIONAL AND TECHNICAL MATH IN ACTION

AUTHOR

SOURCE United Transparencies, Inc.
P.O. Box 688
Binghamton, New York 13902

Order #: 569 1979 Price: 101.88

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 5

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
○ reading level ____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____min.
● OH projectuals
● color
○ B/W
○ games
○ other ____________

DESCRIPTION

This is a two color set of 50 transparencies. They are selected illustrations from Vocational and Technical Mathematics in Action by Samuel Levine. They are framed in cardboard and come in a cardboard Box. A library catalog unit is included. An instructors guide divides them into 10 subunits and briefly describes each transparency.

COMMENTS

These transparencies could be used to augment the use of the text, Vocational and Technical Mathematics in Action. They could also be used along with any math instruction that has similar topic areas as Vocational Technical Mathematics in Action.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VOCATIONAL RELATED MATH

AUTHOR

SOURCE State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1515 West Sixth Avenue
Stillwater, Oklahoma 74074

Order # by title Price see back Copyright 1972

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 1200 +

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ● reading level 6-8 grade student
- ● reading level: professional teacher

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

VCRD

DESCRIPTION

This manual presents mathematics with a vocational orientation. Units of instruction cover the following areas: measurement, whole numbers, fractions, decimals, percent, consumer education, geometry. Units are complete with achievement tests. The problems and examples given in the student materials are strongly oriented to vocational and consumer needs. The prices are as follows: $12.00 teacher, $4.50 student.

COMMENTS

The materials would serve as a useful guide for the development of a vocationally oriented math program, or possibly as a remedial math program in a vocational class.

VC
RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WHAT ABOUT METRIC IN FOODS?

AUTHOR

SOURCE IML
10 Industrial Education Bldg.
University of Missouri-Columbia
Columbia, Missouri 65211

Order #: VE-21-T Price: $6.65

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: _______

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator_______________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
● OH projectuals
○ color
● B/W
○ games
○ other ___________________

DESCRIPTION

What About Metric in Foods? is a series of 20 transparencies used to describe the metric measurements of liter, meter, gram, and celcius. It provides some basic comparisons. Four review problems at the end show the ease of working with metrics as compared to the conventional system.

COMMENTS

Good material for a group unit on metrics. Needs to be supplemented with individual work sheets.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WORKING WITH MATH: (Student's Job Sheets and teacher's Manual)

AUTHOR Sushok and Shapiro

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey 08903

Order # see back Price see back Copyright 1976

SUBJECT AREA Basic Math Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 160 stu. man.
  144 tchr. man.

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ● reading level 4 grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______________

DESCRIPTION

Lessons deal with real life problems based upon the ruler and other measuring devices, standard measuring cups and spoons, weighing scale, compass gages, etc. The material contains 38 lessons on whole numbers, 28 on fractions, and 28 on decimals. The teacher's manual includes masters for 50 projectuals. The order information is as follows:

	Order #	Price
Teachers manual	MA-317	$8.25
Student manual	MA-318	$6.75

COMMENTS

This manual is a laboratory approach to teaching arithmetic to vocational school pupils who are non-readers. It combines verbal and hands-on teaching. It assumes a kit of measuring tools for each student and a supply of assorted devices (fully detailed) for the class.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE ALL IN A DAY'S WORK

AUTHOR Baygell, Ackerman

SOURCE Globe Book Company, Inc.
175 Fifth Avenue
New York, N.Y. 10010

Order #: 0-87065-927-8 Price: $3.80 Copyright: 1974

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 200

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level
  motivator Subject of the stories
- ● reading level 6-7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This book consists of seventeen short stories (less than 1 page each) covering ordinary people in real-life situations. A series of exercises designed to check and improve comprehension follow each story.
The exercises are: Words to Know, Which Came First, Another Name for the Story, What Happened, Sentences to Finish, What Do You Think, Do You Know, Let's Rhyme, Let's Write, Let's Talk, The Job, Who Might Say, and Who Might Use.

A teacher's guide supplies the answers to the exercises. It also contains hints and suggestions for use.

COMMENTS

The stories are short and interesting. The exercises include crossword puzzles and words to unscramble, rhyming exercises and an assortment of exercises that explain different aspects of proper grammar and promote better comprehension.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BO-CEC ENGLISH RESOURCE GUIDE GRADES 7-9

AUTHOR Huffman

SOURCE Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Order # 706 Price $3.50

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 311

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level motivator humorous illustrations
- ● reading level 9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This publication is designed to supplement, enrich, and reinforce classroom instruction in English and at the same time provide limited information about careers. Resource units contained herein cover: word usage, composition, writing letters, mechanics, speaking skills, and listening. Individual units contain: purpose, optional activities, teacher's key, background information, and student materials.

COMMENTS

While some modification may be needed due to the high reading level, built-in motivational strategies may certainly help maintain student interest in this guide. The resource units may be of particular use with students having poor English backgrounds. Career information, while brief, may be useful in a career exploration course.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ENGLISH THAT WE NEED

AUTHOR Prevo

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, New York 13135

Order #: 109 Price: $1.95

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 60

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
● reading level 5-6 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

This 11 chapter booklet covers the following areas: alphabet, capital letters, dictionary, sentences, contractions, abbreviations, homonyms, paragraphs, friendly letters, business letters, and oral English. Each chapter consists of some simple explanations and a series of related exercises. The booklet contains two achievement tests and is illustrated.

COMMENTS

The booklet is specifically designed to provide instruction in simplified grammar for students needing such training. Some of the initial instructions are a bit condescending, but this fault is corrected by the third or fourth chapter.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ENGLISH USAGE DRILLS AND EXERCISES

AUTHOR Brendel and Leffingwell

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 78485-2 Price: $3.60 Copyright: 1977

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ● provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 122

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ● generous paragraph spacing
- ○ high interest level motivator _______________
- ○ reading level ____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________________

DESCRIPTION

This programmed text-workbook reviews the transcription fundamentals of English grammar. It is divided into 20 minute lessons and is appropriate for individualized or group instruction. Subject-verb agreement, and pronoun-antecedent agreement are continually reviewed.

It can be used on the typewriter or with a card and pencil.

Self-tests are also included so that students can check his/her progress.

COMMENTS

This is a useful way to improve grammar skills.

The format itself is interest-inviting; should be achievable for all students.

● RECOMMENDED   o NOT RECOMMENDED

TITLE EVERYDAY READING AND WRITING

AUTHOR Laubach, Kirk, Laubach

SOURCE New Readers Press
Box 131
Syracuse, New York 13201

Order #: By title Price: $4.75 Copyright: 1976

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 272

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ● reading level 6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______________

DESCRIPTION

This publication is designed to augment existing reading and writing skills. The next introduces the reader to the array of reading materials most likely needed for use in daily life. Fourteen subject areas are covered, including such topics as signs, newspapers, personal letters, business letters, library, maps, telephones, etc.

COMMENTS

This publication could be used in a disadvantaged vocational program as a resource for students with poor reading backgrounds. It is not specifically designed for use with vocational subjects, however.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE I KNOW. . .
(series of 12, see back)

AUTHOR

SOURCE New Jersry Vocational Technical Curriculum Laboratory
Rutgers University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

Order #: see back Price: $11.50 each

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 33 (word sheets)
75 (definition cards)
1 (master word sheet)

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator_______________
○ reading level ____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____min.
○ OH projectuals
● color
○ B/W
● games
○ other __________________

DESCRIPTION

I Know... is a bingo-type game designed to developed vocabulary skills in trade areas. Each student is given a word sheet and markers to use with it. The master word sheet is placed where only the instructor can see it. The instructor shuffles the definition cards, picks one, and reads the definition aloud to students. If a student knows the word or term, it is marked on his/her word sheet.

The student who covers five terms in a row, horizontally, vertically, or diagonally calls out "I Know" and then reads back the terms. The instructor checks them against the master sheet.

COMMENTS

This would provide a fun break in normal classroom routine while providing a valuable vocabulary-building experience.

The I Know games available are:

	Title	Order #
1.	Applicance Repair	EN-344
2.	Carpentry	EN-345
3.	Construction Technology	EN-346
4.	Drafting	EN-347
5.	Electricity	EN-348
6.	Electronics	EN-349
7.	Food Trades	EN-350
8.	Medical Assisting	EN-351
9.	Needle Trades	EN-352
10.	Plumbing	EN-353
11.	Printing	EN-354
12.	Upholstery	EN-355
13.	Welding	EN-356

● RECOMMENDED ○ NOT RECOMMENDED

TITLE IT HAPPENED ON THE JOB

AUTHOR Ackerman, Baygell, Fishel

SOURCE Globe Book Company, Inc.
175 Fifth Avenue
New York, N.Y. 20010

Order #: 0-87965-282-6 Price: $3.80 Copyright: 1979

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 186 stu. text, 28 tchr. man.

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator______________
- ● reading level 3 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ○ B/W
- ● color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This text contains twenty-five one-page stories designed to help students improve their reading skills.

A series of exercises follows each story. These include:

- Words to Know
- Let's Write
- Let's Talk
- The ______'s Job
- What Happened
- What Do You Think
- Another Name for the Story
- Do You Know
- Review Sections

COMMENTS

The stories are real-life, interesting and relevant. The exercises develop language skills through vocabulary usage, reading comprehension, correct sentence structure, and fluency of oral expression.

Because these stories are real and often involve various work settings, this resource may also be used for career education.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MORE ENGLISH THAT WE NEED

AUTHOR Prevo

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, New York 13135

Order #: 155 Price: $1.95 Copyright: 1968

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ● generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 5-6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This student workbook contains units on: punctuation marks, correct usage, written English, and oral English. Individual exercises are step by step in nature and are complete with simple assignments and illustrations.

COMMENTS

This workbook stresses both correct English usage and reading skills. It is not specifically designed with a vocational orientation; however, it may be useful for disadvantaged vocational students with poor communication skills.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE PAL PRACTICAL LIVING SERIES: READ IT RIGHT, GET IT DOWN IN WRITING (1977)

AUTHOR Mooney

SOURCE Xerox Education Publications
P.O. Box 2639
Columbus, Ohio 43216

Price: $.95 each

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
○ number of pages: ______

MATERIAL READABILITY

○ large print format
● double column copy
● generous paragraph spacing
● high interest level
motivator comic book format
● reading level 4.5 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
○ B/W
● color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

These two booklets are presented in lively 3-color comic book form. Each of them is divided into sections and further divided into activities to be completed by the student. All activities are preceded by examples of the same problem. These consumable comic books could be completed by most students within two hours.

Some of the chapter headings are:

Look It Up (classified ads, yellow pages, dictionary)
Reading Time Charts
Following Written Directions (menus, common signs)
Adding Up the Ads
Ordering By Mail
Reading Graphs
Writing A Better Letter
Fill 'er Up (job applications, opening charge accounts)
Giving Written Directions

COMMENTS

The illustrations are contemporary and humorous, inviting high interest and motivation. The information is clearly and understandably presented. Examples and activities relate well to everyday use of presented concepts. The comic book paper will not hold up well under the usage that the same paper and content organization will invite. There is some sex role stereotyping.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE READINGS IN BUSINESS

AUTHOR Baldwin

SOURCE P. A. R. Incorporated
Abbott Park Place
Providence, Rhode Island 02903

Order #: By title Price: $5.50 Copyright: 1975

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 99

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 11 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

Reading in Business is designed as a reading improvement course for business-related literature. The book contains an introduction, "To the Student," *PR4 Formula (power-reading), 20 readings in business, comprehension and vocabulary exercises, answer keys and a progress graph.

*For a description of the PR4 Formula see the review for The Technical Reader.

COMMENTS

Sex biased language is used throughout the book. The assumption is made that all people in executive - business positions are men.

The reading level is prohibitive for disadvantaged students. The book does not have any motivational features. There are few illustrations.

This book is not recommended for disadvantaged students because of the above reasons.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE READING SCHEDULES

AUTHOR Roderman

SOURCE Janus Book Publishers
3541 Investment Blvd.
Suite 5
Hayward, California 94545

Order #: By title Price: $2.65

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ● provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 64

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ● reading level 2.5 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

The workbook contains units on reading transportation and entertainment schedules, i.e., dates, time, movie, sports, bus, subway, airplane, etc. Included are vocabualry lists with phonetic spellings, puzzles, games, questions and related activities.

COMMENTS

"Reading Schedules" can be beneficial to the deaf and EMR in addition to the disadvantaged student. Reading level may be too difficult but the content progresses from simple to more complex schedules.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE A SURVIVAL VOCABULARY
(A series of 6 booklets)

AUTHOR

SOURCE Janus Book Publishers
3541 Investment Blvd.
Suite 5
Hayward, Carlifornia 94545

Order #: See back Price: See back

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 45 average for series

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______________
● reading level 2 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______________

DESCRIPTION

This series of texts is designed to build a basic vocabulary in the following areas: Clothing Language, Drugstore, Entertainment, Job Applications, Restaurant, and Supermarket. Most of the booklets provide exercises to improve vocabulary in the given area. The price for each test is $2.25; word flash card sets can also be purchased with each text for $1.00.

COMMENTS

The reading level is suitable for disadvantaged students. Some of these texts may lack interesting content and, therefore, motivation for older disadvantaged students. It is suggested that the instructor make his own flash cards.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE THE TECHNICAL READER

AUTHOR Vaitkus, ed.

SOURCE
P. A. R. Incorporated
Abbott Park Place
Providence, Rhode Island

Order #: by title   Price: $5.50   Copyright: 1973

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 132

MATERIAL READABILITY

○ large print format
● double column copy
● generous paragraph spacing
○ high interest level motivator ________
● reading level 7 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________

DESCRIPTION

The Technical Reader is designed to improve the reading skills of able readers by providing 20 articles written in technical form. Each article is supplemented with comprehension and vocabulary exercises. The answers to these exercises are found at the back of the book.

The PR4 Formula operates on the basis of previewing what you read. The steps are:

1. Read the title to learn the subject of the article and/or the author's feeling toward the subject.
2. Look at the picture (if one accompanies the article) to learn the where, who, and when of the article.
3. Read the first paragraph, as it may acquaint the reader with background, give the purpose, and/or preview what appears later in the article.
4. Read the last paragraph, as it may draw the conclusion, restate the main idea, and/or summarize important facts of the article.
5. Glance through the article to discover the main divisions and sequence used by the author.

COMMENTS

Although the PR4 Formula is good procedure, the articles in this book are not designed for disadvantaged students.

The book is recommended with reservations for use with disadvantaged students because of the lack of motivational features, and the complex nature of the articles. The readability coupled with the exercises and immediate feedback may make it useable with some disadvantaged students.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE VOCATIONAL ENGLISH

AUTHOR Jochen & Shapiro

SOURCE Globe Book Company Inc.
175 Fifth Avenue
New York, New York 10010

Order #: by title
Price: $4.00/each
Copyright: 1975 - 1
1978 - 2
1975 - 3

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: ±275/text

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________________
● reading level 7-8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
○ student work sheets
○ review questions
● answer key
● teacher's handbook/manual (one/text)

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This is a series of 3 texts on Vocational English. The books are practically self-teaching; they are well structured and well ordered.

The teacher's manual provides sample lesson plans and answers to the exercises and tests in the texts.

Each unit begins with a pretest, has a section called "Applying Your Knowledge," and ends with an "Achievement Test."

COMMENTS

The approach is geared toward developing necessary English skills, i.e., the dictionary, communication, expressing yourself, getting along with people, technical/general vocabulary, writing letters/reports, etc.

The content is interesting and relevant making this resource suitable for use with disadvantaged students.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE VOCATIONAL RELATED ENGLISH: A CURRICULUM GUIDE

AUTHOR Spann

SOURCE State Department of Vocational and Technical Education Curriculum and
Instructional Materials Center
1515 West Sixth Avenue
Stillwater, Oklahoma 74074

Order # by title Price see back Copyright 1972

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

0 develops self-worth concept
0 develops world of work concept
0 promotes development of psychomotor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
● loose leaf
0 stapled
0 plastic spine
● number of pages: 1300±

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level
motivator ______________
● reading level 4-6 grade stu. guide
● reading level: professional tchr. guide

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
● B/W
0 color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
● games
0 other ________________

DESCRIPTION

The material consists of 36 units of instruction in the following areas: general vocational material, capitalization, punctuation, parts of speech, the sentence, and usage. Individual units include objectives, suggested activities, instructional materials, information sheets and assignment sheets. Price $12.00 student manual, $4.50 teachers manual.

COMMENTS

This material could be used as a teacher resource for the planning of (1) remedial English units in a vocational program, or (2) vocationally oriented English in a regular English program. The material includes activities which may be suitable with disadvantaged students (word games and puzzles). The filling out of job application and other forms is included.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE
VOCATIONAL SKILLS - AUTO SHOP
VOCATIONAL SKILLS - BEAUTY CULTURE
VOCATIONAL SKILLS - HORTICULTURE

AUTHOR
Tracy

SOURCE
The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: by title Price: see back

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: ± 20/booklet

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator occupational area
● reading level 7-8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

The vocabulary skills series consists of 3 booklets in each of three vocational areas: auto shop, beauty culture, and horticulture. The booklets in each subject area cover: alphabetizing, word study, and work meaning, respectively. The format of the booklets is fill-in-the-blank, multiple choice, etc. exercises relating to photos, ads, and diagrams.

COMMENTS

The cost of each series is $1.50. Use of the photographs and line drawings enchances the ability of the series to motivate students who normally disassociate school and the "real world". The series would be serviceable with students whose reading skills are poor.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WORKING: STUDENT ACTIVITY SHEETS FOR SELECTED INTERVIEWS CONTAINED IN "WORKING" (And Teachers Guide)

AUTHOR Eakin, Miller, Talfy

SOURCE
The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey 08903

Order # see back Price see back Copyright 1975

SUBJECT AREA Basic Reading Skills

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 60

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator __________
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other __________

DESCRIPTION

This vocational reading program was designed for English classes in vocational curriculums. This manual and guide focus on 30 worker interviews and are designed to assist the vocational English teacher in an exploration of relevant reading materials for vocational and career education. The order information is as follows:

	Order #	Price
Student manual	EN-322	$2.25
Teachers manual	EN-323	$4.25

COMMENTS

Utilization of these materials (i.e., student workbook and teacher's guide) requires the purchase of the book "Working" by Studs Terkel, which is available from Avon Books (paperback) for $2.25. The relationship to "real world" situations may make it particularly relevant and interesting to some disadvantaged students.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE ALPHABETIC INDEXING

AUTHOR Guthrie

SOURCE South-Western Publishing Company
5101 Madison Road
Cincinnati, Ohio 45227

Order #: by title

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
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○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 63

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ____
● reading level 10-11 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____

DESCRIPTION

The student workbook is designed to instruct the user in the alphabetical indexing of personal names, business names, names of governmental units, etc. The workbook is composed of examples and exercises. Unusual indexing problems are presented and explained. Filing exercises are also included in the form of perforated address cards.

COMMENTS

Reading level of this workbook may make it difficult to use with some disadvantaged students. Long, complex sentences in the text material contribute to the high reading level. The workbook is full of exercises and as such could serve as a teacher resource for indexing and filing activities. Pages are perforated. It can be used for either group or individual instruction.

VCRD

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE APPLIED OFFICE TYPEWRITING

AUTHOR Frisch and Handel

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 22505-2 (Tchr. man.) Price: $2.20
Order #: 22504-4 (Text) Price: $4.80
Copyright: 1978

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 58 (plus forms)

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ○ generous paragraph spacing
- ● high interest level
  motivator format
- ● reading level 9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This is a 6- to 9-week practice set offering students real-life training in clerical typing. Students act as temporaries with Olsten Temporary Services. There are 8 separate components:

Job Instruction Manual - offers interesting, true-to-life projects with easy-to-follow directions requiring a minimum of supervision. Students encounter a variety of businesses, including insurance, distribution, chemical manufacturing, petroleum production, retail merchandising, and banking. Stationary Packet and Forms Pad - true-to-size samples of business sheets and forms used in administrative, purchasing, sales, finance, and accounting offices.

Index Cards, Carbon Paper and File Folders-an assortment of office supplies used in the simulation.

Time Sheets are self-check which aids students in evaluating their progress.

COMMENTS

This is a motivational format that would be useful with disadvantaged students. The Job Instruction Manual may be difficult to understand but explanations by the instructor would remedy that.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BANKING, CREDIT, AND INSURANCE: A PROGRAMMED INSTRUCTION WORKBOOK

AUTHOR Genung

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey 08903

Order # BF-26 Price $3.50 Copyright 1974

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 55

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ____
● reading level 7-8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____

DESCRIPTION

This programmed instruction workbook is presented under three topics: Uses of Credit; Banks and Banking Services; Economic Risks and Insurance. The workbook consists of 170 frames. Tests are provided for each topical area.

COMMENTS

This workbook may be useful with motivated disadvantaged students who are not too far below grade on reading levels.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BASIC GREGG TYPING I
(Series of 4, see back)

AUTHOR Ferguson, et.al.

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 20473-X (Tchr. man.)
20471-3 (Books)

Price: $3.96 ea.

Copyright: 1969

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 128 (bk 1 & 2) 160 (bk 3 & 4)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______
- ● reading level 5 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______

DESCRIPTION

Consisting of 4 kits, each for 40-60 periods of classwork, this program is designed for students with learning handicaps. Motivation is achieved through a self-pacing format. The complete program develops marketable job-entry skills.

Book 1: Machine Controls	#20471-3	$3.96
Book 2: Foundations of Production	20472-1	3.96
Book 3: Vocational Forms Typing 1-15	71585-8	3.96
Book 4: Vocational Forms Typing 16-30	71586-4	3.96
Teacher manual for books 1 & 2	20473-X	2.76
Teacher manual for books 3 & 4	71587-4	2.76

COMMENTS

The format is success-oriented by providing obtainable goals and the methods to achieve them.

Instructions are step-by-step and learning increments are small.

This would be a good mainstreaming text for disadvantaged students.

The MVCRDC only has Book 1.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BASIC TYPEWRITING 1 FOR LOW ACHIEVERS

AUTHOR Yonke, Collier

SOURCE Judy Fox, Director, Handicapped and Disadvantaged Project
Juliet Township High School District 204
201 E. Jerrerson, Joliet, Illinois 60432

For information on availability and price contact source.

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: ± 90

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level
motivator____________
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This material was designed to be used in conjunction with a regular typewriting text. It was designed specifically for low achieving students in a typing I class. The material consists of individual learning assignments designed to help low achieving students acquire a functional knowledge of the typewriter and typing skills. Topic areas are:

centering
tab stops
horizontal centering
vertical centering
vertical spacing
typing all caps
spread centering
tabulation
lettering
margins
business letters
personal letters
reports

Problems, puzzles, information sheets, tests and games are included.

COMMENTS

This material is well suited to supplement a typing I class. The material is designed with the low achiever in mind and is interesting and motivating.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE BUSINESS CORRESPONDENCE THAT WORKS

AUTHOR

SOURCE

Coronet Media
65 East South Water Street
Chicago, Illinois 60601

Order #: K0148 Price: $70.00 Copyright: 1976

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 24

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator Illustrations
● reading level 8 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length ____min. 30-40 min. per lesson
○ OH projectuals
○ color
○ B/W
○ games
● other Cassettes

DESCRIPTION

Business Correspondence that Works includes six cassettes stored in a vinyl album, 30 copies of the 24 page student workbook, and a teacher's manual. The cassettes and response sheets are number-keyed and may be used in any order except that the first must be first. Cassettes are recorded identically on both sides.

Titles of the cassettes are:

1. Showing You Mean Business
2. Getting What You Asked For
3. Making Sure of an Interview
4. Making Your Opinion Count
5. Getting Action Through Persuasion
6. Following Through

COMMENTS

Narration is by same male voice throughout the series. Sex stereotyping is present in the examples and the program is geared to female students studying to become secretaries. The format is designed so that students do the lessons with the tape. Sometimes the page in the workbook and narration on the tape are hard to match.

Students can work at their own pace when the program is administered on an individual basis.

The examples in the workbook are not full-size and are hard to follow at times. However, the examples and information given are excellent for helping students understand and implement effective business correspondence. The amount of repetition and active student participation will aid understanding and retention.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BUSINESS EDUCATION COURSES BEHAVIORAL OBJECTIVES EVALUATION

AUTHOR Hasiuk

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer campus
New Brunswick, New Jersey 08903

Order # BE-25 Price $3.75 Copyright 1973

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 46

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This publication lists specific objectives, in behavioral terms, to be attained by students in various courses. It also summarizes the types of evaluations that can be used in each course. The courses covered include: Bookkeeping I and II, Clerical Bookkeeping, Clerical Practices, Clerical Typing I and II, Introduction to Business, Office Practice I and II, Personal Typing, Stenography I and II, and Typewriting I and II.

COMMENTS

Although not specifically designed for disadvantaged students, the concise behavioral objectives listed in this publication could serve as either a source or guide for the teacher of disadvantaged business education students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BUSINESS LAW/30

AUTHOR Rosenburg and Bonnice

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order#: 53670-8 (Text) Price: $4.44
Order#: 53672-4 (Tchr. man/key) Price: $3.40
Copyright: 1976

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 220 text

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ____________
● reading level 11-12 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

This text contains 6 chapters:

1. Introduction to the Law
2. Creation of Contracts
3. Operation and Discharge of Contracts
4. Sale and Use of Personal Property
5. Using Commercial Paper
6. The Law and Your Career

This is a career-oriented 30-hour text-workbook incorporating practical coverage of the law as it relates to office, marketing, health, home economics, trade, and technical occupations. Information presented is supported by actual cases and recent (as of 1976) legislation.

Learning activities include: reading comprehension checks, short applications to case situations, and cases for anlaysis and decision. Students are also asked to describe situations in their own jobs (or ones with which they are familiar)and identify legal risks.

COMMENTS

The book does not appear interesting and law is a typically "scary" topic for non-motivated students. There is limited use of cartoons and most of them portray Caucasion males.

Reading level is prohibitive for disadvantaged students.

The text was not developed specifically for disadvantaged students but would be suitable for motivated students with good reading skills.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE BUSINESS MATH/30

AUTHOR Rosenburg and Alvery

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: 53803-4 (tchr. man/key) Price: $3.00 Copyright: 1976
53802-6 (text) $3.87

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 124 text

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This 30-hour text-workbook is a basic math review designed to help students acquire computation skills required in the office. There are 30 skill builders included, ranging from reading and writing numbers through the basics (-, +, x, ÷, fractions, etc.) to uses of math in various business situations (computing interest, discounts, data processing).

Also included is a sample civil service and employment test.

The teacher's manual has answers to the text problems (with detailed solutions where applicable). There are also a reproducible pre-test, post-test and suggestions for use.

COMMENTS

The text is eye-appealing and uncrowded. The explanations are clearly written and the problems are challenging without being discouraging. The teacher's manual is not available at MVCRDC.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE A CAREER IN BUSINESS

AUTHOR Maiorana, Walker

SOURCE Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Order#: 9361 Price: $9.95

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
● provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 4

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______
○ reading level ____ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 60 min.
○ OH projectuals
● color
○ B/W
○ games
● other cassette

DESCRIPTION

Contained in the resource are: 30 student answer booklets, a post test master, cassette, and teacher's guide. All materials are packaged in a durable container.

The resource provides a general description of the business world. Skills and interests associated with business careers are discussed. Ten occupations in the business field are introduced; three (receptionist, secretary, and accountant) are examined in greater detail.

COMMENTS

This resource could serve as a supplementary role in an introductory level business education class. Information presented is broad in scope and in a depth that would be suitable only for introductory or career awareness uses. Pace is moderate.

VCRD

● RECOMMENDED   0 NOT RECOMMENDED

TITLE CHECK & DOUBLE CHECK

AUTHOR

SOURCE Universal Education & Visual Arts
100 Universal City Plaza
Universal City, California 91608

Order#: 18040 Price: $25.00 Copyright: 1960

SUBJECT AREA Distributive Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 10 min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip w/cassette

DESCRIPTION

This manually-advanced filmstrip/cassette presentation is designed to provide the distributive education student with information concerning the acceptance or rejection of checks for retail products and services. Seven major points are made: 1) avoiding counter checks, 2) local banks only, 3) complete date, 4) same amounts, 5) legible signature, 6) signature printed if illegible, and 7) company name only. Common deceptive practices are mentioned as are primary and secondary I.D. sources. Pace is moderate. Packaging in simple but durable. Characters throughout the presentation are cartoon types. A 4-page teacher's guide is provided.

COMMENTS

This resource is sexually and culturally stereotyped. Content could be more current (no mention was made of current address and phone number on the check). Fashions are dated. The resource is primarily supportive in nature.

VC
RD

○ RECOMMENDED ● NOT RECOMMENDED

TITLE EXPLORATORY BUSINESS

AUTHOR Gribbs, Ashmun, & Patrick

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: 25051-0 (tchr. man/key) Price: $3.20 Copyright: 1978
25050-2 (text) $3.99

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 154 text

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 9-10 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ● color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This consumable text-workbook shows students the tasks of office workers, sales, people, accounting clerk's and shorthand writers.

After reading a brief description of a job-related activity, students experience the activity by completing a "Try It" exercise. In this way, students learn about different jobs and how to do them.

The teacher's manual and key provides answers to "Try It" activities and general and specific teaching suggestions. There is also a time schedules, bibliography and photocopy masters for supplimentary activities.

COMMENTS

The book is racially and sexually balanced. Both men and women of various ethnic origins are portrayed doing all tasks.

The book is colorful and invites interest. There are numerous illustrations.

The teacher's manual is not available at MVCRDC.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE EXPLORING CLERICAL CAREERS

AUTHOR Ristau

SOURCE South-Western Publishing Co.
5101 Madison Road
Cincinnati, Ohio 45227

Order # ISBN: 0-538-25210-3 Copyright 1974

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 170

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator business careers
● reading level 6-7 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

VCRD

DESCRIPTION

This book is designed to take students along five career exploration paths. The paths are the vehicle by which students are led to consider important decisions with respect to their future. The paths are: The Importance of Clerical Jobs; People at Work in Clerical Careers; Clerical Job Requirements; Case Studies and Tryout Experiences; and Looking Ahead.

COMMENTS

The format of this publication is that of a student workbook. As such, student responses are asked at different points in the text. This feature, along with extensive use of pictures and illustrations contributes to the motivational strategies of the publication.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE EXPLORING SECRETARIAL CAREERS

AUTHOR Reel

SOURCE South-Western Publishing Co.
5101 Madison Road
Cincinnati, Ohio 45227

Order # ISBN 0-538-25220-0 Copyright 1975

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 170

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level motivator business careers
- ● reading level 6-7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This publication takes students along five paths which include basic world of work concepts. The paths introduce students to important decision points which have an impact on their futures. The paths are: The Importance of Secretarial Jobs; People at Work in Secretarial Careers; Secretarial Job Requirements; Case Studies and Tryout Experiences; and Looking Ahead.

COMMENTS

This well illustrated text is in the form of a student workbook. Student responses are asked at various points in the text. The major goal of this text is to guide students, interested in secretarial careers, through the career development process. Use of technical terms is minimized to facilitate student use.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE FILING BUSINESS NAMES (Teachers Edition)

AUTHOR Duchan and Schultheis

SOURCE South Western Publishing Co.
5101 Madison Road
Cincinnati, Ohio 45227

Order # see back Price see back Copyright 1974

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 164

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______________
● reading level 5-7 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______________

DESCRIPTION

This student workbook is designed to teach the student to index and alphabetize business names. The developers have attempted to smooth the transition from the filing of personal names to the filing of business names by beginning with business names incorporating the full name of a person. Later names include more typical and unusual filing problems. The order information is as follows:

	Order #	Price
Teachers edition	Y11TE	Free with class order
Teachers manual	Y10M	Free with class order
Student workbook	Y-11	$2.85

COMMENTS

The workbook format of this publication lends itself for use with disadvantaged students with poor reading backgrounds. Pages are illustrated to facilitate student motivation and understanding. All pages are perforated. This workbook is the second in a series of three.

● RECOMMENDED   O NOT RECOMMENDED

TITLE FILING PERSONAL NAMES (Teachers Edition)

AUTHOR Duchan and Schultheis

SOURCE South Western Publishing Co.
5101 Madison Road
Cincinnati, Ohio 45227

Order # see back   Price see back   Copyright 1974

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 123

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 5-7 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

VC
RD

DESCRIPTION

This student workbook is designed to teach the student how to index and alphabetize personal names. Vocabulary, reading, and interest levels are geared to meet the needs of students through a do and learn approach. The material is of a self-instruction format and should require a minimum of teacher assistance. This workbook covers simple filing rules for first names, filing full names with middle initials, prefixes, and titles.

COMMENTS

The workbook approach utilized by this publication may make it suitable for use with a range of disadvantaged students. Progression through the workbook is step by step and gradual. Wide use of illustrations would enhance the motivational qualities of the publication. All pages are perforated. This workbook is the first in a series of three.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE GREGG SHORTHAND
WORKBOOK FOR GREGG SHORTHAND

AUTHOR Leslie and Zoubek

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Copyright: 1978

Order #: 24474-X (Key) 24475-8 (Tch. man.)
24473-1 (Wkbk) 24471-5 (Bk)

Price: $6.66 bk
$4.04 wkbk
$2.92 tch.

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ● hardbound (Text)
- ● paper bound (Wkbk)
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 320 (Text)
  155 (Wkbk.)

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ○ generous paragraph spacing
- ○ high interest level
  motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This text is divided into 70 lessons of 40-60 minutes each. The lessons contain a number of theory principles for review and a Reading or Reading and Writing Practice (which also last about 40 minutes.) The text is organized in 3 parts: 1. Principles, 2. Reinforcement, and 3. Shorthand and Transcription Skill-Building.

The workbook is correlated to the book lessons and helps students develop the ability to construct outlines during dictation and to handle non-shorthand aspects of transcription.

The key has the answers to the workbook.

COMMENTS

Series 90 is supposedly the easiest method of shorthand to teach and learn. The instructor's handbook contains the complete theory presentation on how-to-teach Series 90.

This should be usable with disadvantaged students as long as extra help is provided as needed.

The MVCRDC has only the text and workbook. Other components offered include: tests, transparencies, filmstrips, multi-channel tapes, and records.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOW TO READ AND WRITE BUSINESS LETTERS

AUTHOR Laubach, Kirk, and Laubach

SOURCE New Readers Press
Box 131
Syracuse, New York 13210

Order # 434 Price $.50 Copyright 1971

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 23

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______
- ● reading level 6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______

DESCRIPTION

This booklet portrays the essentials of business letter construction and specific parts of the letter, i.e., salutation, body, closing, etc. are afforded explanations and examples. Numerous examples of different types of business letters are included. Provisions are made for both spot quizzes and homework assignments.

COMMENTS

This is a simple, accurate portrayal of business letter composition. Stress is placed on new vocabulary, its meaning and pronunciation. It can be used for group or individual instruction.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOW TO USE ADDING AND CALCULATING MACHINES

AUTHOR Walker, Roach & Hanna

SOURCE Gregg-McGraw Hill
Book Distribution Center
Hightstown, New Jersey 08520

Order #: 67826-X (tchr. man/key) Price: $3.08 Copyright: 1979
67825-1 (wkbk) $4.50

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● metal spine
● number of pages: 218

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
○ high interest level motivator ____________
● reading level 6-7 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This resource is designed to train students to use electronic calculators and adding machines, as well as older types of adding equipment. The chapters are divided into brief lessons covering the various operations (+, -, ÷, x, etc.) of each machine. Each lesson has a tear-out, hand-in exercise. The chapters include:

- The Electronic Calculator
- The Full-Keyboard Adding Machine
- The Printing Calculator
- The Ten-Key Adding Machine
- The Rotary Calculator
- Drill and Office Problems

Reference tables are included.

The electronic calculator's covered are: Victor Medalist 332, Monroe 1450, Olympia CPD-5410, Facit 1191, Olivetti Logos 41PD, Sanyo CY-2162 DP, Sharp CS-2165. Diagrams for programming other types of calculators are provided in the teacher's manual.

The major features of this consummable workbook include: pencil computations outlining the math steps used to solve a problem, a section of office problems and self-timing drills and timed progress checks.

The teacher's manual contains pre-tests, five final tests, solutions to the lesson exercises, and teaching suggestions.

COMMENTS

If operating instructions and assignments are clearly explained, the tasks and problems should be workable for any student. The format is appealing even though there are no intrinsic motivators.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LEARNING GUIDES AND WORKING PAPERS FOR TYPING I

AUTHOR Lloyd, Wingu and Rowe

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 38242-5 Price: $3.40 Copyright: 1977

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

These are programmed learning guides, letterheads, business forms, scoreboards, several special sets of skill-building exercises, a two-person simulation, and other activities which are correlated with the text, Typing I, General Course, by Lloyd, Winger, and Rowe (#37241-7; $7.44)

COMMENTS

The MVCRDC only has parts 1-6. Parts 7-12 are separate (#3824-3; $2.55).

The exercises appear meaningful.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE 9 TO 5 AT THE BUSINESS OFFICE
(In-basket)

AUTHOR Twing

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

65639-8 (Tchr. man.) Price: $2.00 Copyright:
Order #: 65638-X (In-baskets) $3.90 1978

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: ± 150

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
● high interest level
motivator format
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other _______________

DESCRIPTION

This resource is designed for use with the text by Morrison, The Business Office, but is not dependent on the text so it can be used by itself.

Tasks are to be completed in 3 areas of office work: general clerical, secretarial/stenographic, and accounting/data processing.

The tasks include: filing, telephoning, preparing expense and stock reports, proofreading, handling mail, and completing and checking invoices.

Typing ability is not required.

All forms and stationery needed are supplied with the program.

COMMENTS

This is a motivating way to give students practical experience in general office work and procedures.

The tasks are self-explanatory but disadvantaged students may need additional explanations and directions.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE NUMBER FILING ON THE JOB

AUTHOR Wood

SOURCE South Western Publishing Co.
5101 Madison Road
Cincinnati, Ohio 45227

Order # see back Price see back Copyright 1972

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
○ develops world of work concept
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 108

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________
● reading level 6-7 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________

DESCRIPTION

This student workbook is designed to teach the student the fundamentals of numeric filing. It progresses from straight numeric filing to terminal and middle digit filing. Many student filing exercises are included in the workbook, as are correct answers. The order information is as follows:

	Order #	Price
Text-workbook	k81	$2.58
Teachers manual	k81m	free with class order

COMMENTS

The workbook proceeds by way of a step by step approach. As such, it may be useful with disadvantaged students having poor backgrounds with respect to manipulation and understanding of numbers. Extensive use of skill drills (called filing sets) provides for ample exercise of new skills.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE ODYSSEY: BUSINESS PRACTICE SET

AUTHOR Blockhus and Fritz

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 5960-8 Price: $5.28 Copyright: 1977

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: + 100

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator format
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

VCRD

DESCRIPTION

This practice set helps students develop clerical skills and improve basic reading, writing, and arithmetic skills.

The set includes Employee's Handbook which contains the transactions the student is to perform, a booklet of business papers, a checkbook, stock records, and file folders.

COMMENTS

This is a motivational way to provide students with review and improvement activities of office skills.

Disadvantaged students may need additional directions and explanations.

VCRD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PERSONAL TYPING

AUTHOR Lloyd, et al.

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 38209-3 38208-5 Price: $2.80 (Tchr. man.) $6.72 (Text) Copyright: 1979

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 139 Text

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ student activities
○ student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This text consists of 75 lessons (80-90 hours of instruction) for teaching students personal use typing. Lesson construction is flexible. Handwritten and rough draft copy are included to give students varied practice.

COMMENTS

This is an introductory text. There are sports and recreation topics included in the typing drills to invite student interest.

The directions and explanations are difficult to read due to the print size and sentence construction, but this should be a suitable text for disadvantaged students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PROGRESSIVE TYPEWRITING SPEED PRACTICE

AUTHOR Hansen & Skaff

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 26061-3 Price: $4.32 Copyright: 1976

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● wire plastic spine
- ● number of pages: 72

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________

DESCRIPTION

This text provides bodies of business letters arranged according to length, time, and difficulty to help students improve speed and accuracy. Also included is a special section on speed and accuracy drills.

COMMENTS

This is not an introductory course but is useful for drilling students to improve skills.

VC RD

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE QUICK SURVEY COURSE IN FORMS TYPING
(Facsimile Edition)

AUTHOR Blendon and Nalepa

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 05891-1 Price: $2.46 Copyright: 1968

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 169

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This three-week consumable text-workbook provides concentrated practice in typing business forms universally used in office situations. It is largely self-instructional, covers shipping, mailing, ordering, and billing forms.

COMMENTS

This text is excellent for disadvantaged students. The format is easy to follow and provides students with valuable experience in typing forms. After completing the facsimile edition students could move to the standard edition where problems are unarranged and more challenging.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE SECRETARIAL SPECIALIST

AUTHOR Pascale

SOURCE P. A. R. Incorporated
Abbott Park Place
Providence, Rhode Island 02903

Order #: by title   Price: $10.00   Copyright: 1968

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 192 tchr. man.
216 stu. text

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level
motivator________________
● reading level 12+ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

The sections in this text cover the following professions: Medical, Legal, and Business / Industry. These sections are divided into lessons. The text is a workbook containing professional terms, a preview section, practice dictation and examples of forms and letters used in each field.

The shorthand outlines, Gregg, Speedwriting, Touch Shorthand, and others, are printed in the teachers manual. The teacher explains, discusses, and writes or uses an overhead transparency for students to copy the lesson. reference section is included at the end of the text.

COMMENTS

This resource is very technical. The utility of this material for use with the disadvantaged would depend soley on the instructor and how he/she used it. The student text has not incorporated motivational techniques. The ability of the students to grasp and use this type of technical vocabulary should be judged by the individual teacher contemplating using it in that its success will be dependent almost soley on the teacher.

The reading level is prohibitive but the text is recommended ude to the immense teacher involvement required for use with any students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SELECTIVE PRACTICE TYPING DRILLS

AUTHOR Lloyd, et.al.

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 38147-X Price: $3.48 Copyright: 1974

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● wire plastic spine
- ● number of pages: 61

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ________
- ○ reading level _____ grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This text provides a variety of drills for keyboard reinforcement; technique redevelopment; and basic skill, special manual and electric skill development. A series of "skill probes" helps students determine what specific drills they should practice.

COMMENTS

This book is useful for those needing practice in specific skills in typing. Students should already know the basics before using this text.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SHADOW MOUNTAIN LODGE
Typing Practice Set

AUTHOR Church

SOURCE McGraw-Hill
Book Distribution Center
Hightstown, N.J. 08520

Order #: 10836-6 (Tchr. man.) Price: $2.48 Copyright:
10835-8 (Set) 5.12 1978

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ● provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 96 (Stationery packet)
  32 (Manual)
  112 (Forms pad)

MATERIAL READABILITY

- ○ large print format
- ● double column copy
- ○ generous paragraph spacing
- ● high interest level
  motivator Format
- ● reading level 8-9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This is a work/study experience where students participate in the simulation of a large resort hotel. The package includes: an Employer's Job Manual, stationery packet, forms pad, envelopes, index cards, carbon paper, and file folders.

The job manual provides an ongoing story line involving guests, employers, and management of Shadow Mountain Lodge.

Students practice typing skills and preparation of letters, memos, and business forms. They evaluate their own work and record their progress in a Work Progress Log. There are 20 assignments.

COMMENTS

This is a motivational method for giving students study and practice of office typing skills.

Disadvantaged students may need further directions and explanations than the Job Manual provides.

VC
RD

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE TELEPHONE MANNERS

AUTHOR

SOURCE National Educational Media
15760 Ventura Boulevard
Encino, California 91436

Order #: B401 Price: $225.00 Copyright: 1978

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ● film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ○ other ____________________

VC
RD

DESCRIPTION

Film focuses on the telephone calling/answering skills of listening, personalization, repetition, information-giving, and common courtesy. The four characters shown - two callers (male) and two secretaries (female) - demonstrate sex-role stereotyping, but the dialogues are both realistic and humorous. Both examples and nonexamples of good telephone manners illustrate key concepts. Repetition of those concepts occurs throughout the film, summarizing with key words in print: "LISTENING," "PERSONALIZATION," etc.

COMMENTS

Film is attractively made and maintains high interest by using humor and exaggeration. The pace is a bit fast to use with students who have serious language difficulties, although the vocabulary is appropriate for disadvantaged students. The suggestions given for telephone manners are relevant and realistic.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE TYPEWRITING FOR BUSINESS

AUTHOR Morrison

SOURCE
P.A.R. Incorporated
Abbott Park Place
Providence, Rhode Island 02903

Order #: By title Price: $2.75 Copyright: 1972

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ● number of pages: 171 Stud. text / 43 Stu. wkbk. / 62 Tchr. man./key

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________
- ● reading level 9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________

DESCRIPTION

This instructional package is designed to teach typing skills by using content areas rather than the keyboard approach. There are 34 different content areas ranging from an introduction of the keys to typing invoices. The instructor's manual explains and prepares the teacher for use of this format.

A student workbook is also available. There are many problems, tests, and timing drills supplied in the teacher's manual.

COMMENTS

This resource does not use the traditional keyboard chart approach and may have some motivational value for disadvantaged students. The type-face and vocabulary used in the student text may be difficult for disadvantaged students.

● RECOMMENDED   O NOT RECOMMENDED

VC
RD

TITLE TYPING: WHAT MATTERS IS HOW

AUTHOR Evans

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: BE-276 Price: $3.00

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
● promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 70

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator______________
● reading level 5 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W
0 color

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
● secondary
0 post-secondary

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
0 performance objectives
0 student activities
0 student work sheets
● review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ____________________

VC
RD

DESCRIPTION

This is a supplementary manual for students with special learning difficulties. Emphasis is on "how to type" using interesting messages, analogues, and many illustrations. This is related information, not finger positions, key positions, etc. Repetition and review are provided for emphasis, reinforcement and achievement. A "quick guide" is included, enabling the instructor to quickly locate lessons on accurate typing, body position, concentration, effective typing, employment goals, speed, and stroking techniques.

COMMENTS

Extensive use of cartoon-type illustration, language, and technical levels contribute to this manual's serviceability with disadvantaged students. However, some students may think it is childish.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WRITING A BUSINESS LETTER

AUTHOR Walker

SOURCE Media Materials
2936 Remington Avenue
Baltimore, Maryland 21211
(301) 235-1700

Order #: 9327 Price: $9.95

SUBJECT AREA Business Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ● provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ● hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 4

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ○ reading level ____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ● other Cassette tape

DESCRIPTION

This kit contains student activity sheets; posttest that is duplicable, teacher's guide which includes performance activities, time of lesson, task; test answers; follow-up activities; cassette tape. The tape is to be used with the student activity sheet; can be used individually or in groups. The tape is clear, concise, uses simple language and allows flexible time for the student to complete the activity. Kit is designed for a standard class period. The presentation of writing a business letter is simple and to the point, provides immediate answer feedback and easy scoring. The tape narrator even spells the answers.

COMMENTS

Excellent for use with disadvantaged students. Gives necessary information and is geared to individualized instruction. It can be adapted to group presentation. The sample letters include relevant student information and provide format for further letter writing.

VCRD

● RECOMMENDED 0 NOT RECOMMENDED

TITLE ACCENT/WORLD OF WORK
(Series of 3, see back)
AUTHOR Dare/Wolfe

SOURCE Follett Dist. Center
4300 W. Ferdinand St.
Chicago, Ill. 60624

Order #: See back
Price: See back
Copyright: 1966

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 24-32 (Stu. wkbk.)
  32 (Tchr. man.)

MATERIAL READABILITY

- ● large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level
- motivator Learn-as-you-do format
- ● reading level 4 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

Accent/World of Work is a series of 3 consumable workbooks entitled: Getting That Job, Keeping That Job, and You and Your Pay. Cost for each is $1.48; the only instructor s book available is for Keeping That Job and it sells for $1.76

Each lesson within the books is divided into 6 parts:

1. Talking Together - where the teacher and student discuss the lesson content.
2. Words to Know - vocabulary exercise over new terms used in the lesson.
3. Words Used in Sentences - further vocabulary practice by using new words in sentence form.
4. Read to Find Out - story containing lesson content explained by teacher, telling the student what to look for.
5. Reading - actual reading of story by the student.
6. Exercises - to help student gain proficiency in concept(s) presented.

The instructor's guide gives the methodology for performing the above divisions with the students.

COMMENTS

This resource is somewhat out-dated, i.e., wages quoted are low, dress styles are not contemporary, and phone numbers with letters as the first two digits.

The format may be too simple and insulting to disadvantaged students.

Only caucasions are depicted in illustrations and sex-stereotyped roles are portrayed.

In spite of these problems the workbooks may be helpful to a student having trouble grasping the concepts. Use will require the instructor to do a lot of "tutoring," unless used on a classroom basis.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ACCEPT - AN ACADEMIC COOPERATIVE CAREER EDUCATION PROGRAM TODAY

AUTHOR

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: LE-289 Price: $3.50

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 66

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This material, developed for high school special needs students, utilizes the project approach to integrate the academic areas of learning with career orientation. Student experiences in the program inlcude: The Individual and His Society, How Our Economy Works, Research, Manufacturing and Service Industries, Student's Role in Government, and Student's Role as Consumer. A listing of instructional media is included.

COMMENTS

The manual, as it stands, is geared more as a teacher resource or planning aid rather than a student resource.

VC
RD

● RECOMMENDED ○ NOT RECOMMENDED

TITLE BO-CEC BUSINESS AND OFFICE CAREERS COURSE GUIDE (Junior High and Middle School)

AUTHOR Huffman

SOURCE Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Order # 709 Price $3.50 Copyright 1974

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 313

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ____________
● reading level 7-8 grade stu. mat.
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

The guide is designed to supplement, enrich, and reinforce classroom instruction in business careers. Career areas covered include: Clerical, Secretarial/Stenographic, Accounting and Data Processing, Business Ownership/Professional, and Pre-Employment. The guide contains 16 units, many of which include games and activities.

COMMENTS

The course guide may be used to introduce students to business careers in a general career exploration course, a business careers course; an introduction to business course, or a general business course. The range and type of suggested student acitvities may make this material suitable for use with disadvantaged students. Also various ethnic groups are portrayed in the student material illustrations.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE BO-CEC SOCIAL STUDIES RESOURCE GUIDE
(GRADES 7-9)
AUTHOR Huffman
SOURCE Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear, Minnesota 55110

Order #: 708 Price: $3.50 Copyright: 1978

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 283

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator Humorous illustrations
● reading level 8-9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This publication is designed to supplement, enrich, and reinforce classroom instruction in social studies and at the same time provide information about careers. This material presents resource units covering geography, history, and government. Each unit contains: a purpose statement (with major activities, procedures, etc.), general information (background information), teacher's keys, and student materials.

COMMENTS

The materials are well organized and built-in motivational strategies are employed. However, the reading level may mandate some modifications - mostly in sentence length. It is important to note, also, that the major thrust of this material is focused on social studies, with minor emphasis placed on career information. As such, some units may be applicable for use with disadvantaged in a career exploration course. Many units may not be applicable.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE CAREER AWARENESS K-6 COMPILATION OF MODULES

AUTHOR Shipp

SOURCE State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1515 West Sixth Avenue
Stillwater, Oklahoma 74074

Price: $4.00 Copyright: 1978

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 70

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This material consists of ten units of instruction in career awareness K-6. The units are designed so that they can be integrated with the ongoing curriculum to aid pupils in developing positive attitudes toward self and work. The guide lists: teacher activities, instructional materials, student information, and student activities. Units are complete with terminal and specific objectives.

COMMENTS

The major purpose of this booklet is (1) to promote positive attitudes toward self and the world of work, (2) to learn of the occupational opportunities in our career-oriented society. While not intended for secondary students, it may be very useful to a teacher whose students are below grade level. The objectives would be applicable for any level student - only some of the activities and pictures might be unsuitable.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE	CAREER AND LIFE PLANNING GUIDE
AUTHOR	Loughary and Ripley
SOURCE	Follett Publishing Company 1010 W. Washington Blvd. Chicago, Illinois 60607

Order #: 80678 Price: $5.95 Copyright: 1976

SUBJECT AREA	Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 180

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 10-12 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This book covers subjects such as how to choose your job, change your career, and manage your life. It contains 9 chapters with titles such as: "Complain, Complain, Complain," "To Do or Not to Do," and "No-Change Career Changes," etc. Each chapter has value clarification type exercises for the students to perform.

COMMENTS

Sex-biased language is used. Probably more appropriate for post-secondary but this is a valuable reference for anyone in pursuit of careers or change. Reading level is not geared to the disadvantaged student and is not recommended for that reason.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE CAREER CORE COMPETENCIES: A COOPERATIVE WORK-EXPERIENCE PROGRAM

AUTHOR Herr, consulting editor

SOURCE McGraw-Hill
Hightstown, N.J. 08520

See back for ordering information   Copyright: 1977

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 144 (per workbook)

MATERIAL READABILITY

○ large print format
● double column copy
○ generous paragraph spacing
○ high interest level
motivator ______________
● reading level 10 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________________

DESCRIPTION

This is a multi-media program designed in modular format. It may be used to prepare students for work experience, to enrich their work experience, or to provide a relevancy through the infusion of career education concepts to any academic or vocational program. It is based on core competencies required for successful entry level employment and career satisfaction; it helps students develop "career maturity" skills.

The program contains seven titles:

Schools and Careers	(28325-7)*	Communication at Work	(28333-8)
Knowing Your Self	(28237-3)	Working at Human Relations	(28331-1)
Making Decisions Work	(28329-X)	Getting the Job	(28335-4)
		Growing on the Job	(28337-0)

There are several ways to order the program. If ordered in sets, the titles cost $105. each set containing: 10 student text-workbooks, 1 sound filmstrip, 3 case-study cassettes, and 1 teacher's manual and key.

Textbooks and teacher's manuals may also be ordered separately for $3.48 and $2.00, respectively. The filmstrips and case-study/cassettes may also be ordered in a media library package for $250.00; each containing all filmstrips.

The Program GUIDE is $4.76 (#28339-8) and provides information on implementation and management of the series.

*Order numbers are for the text-workbooks only.

COMMENTS

The MVCRDC has only the text-workbooks and the program guide, excluding Communications at Work.

The text-workbooks provide lesson content and then review exercises to clarify values, build vocabulary, and test learning.

Some concepts may be too advanced for disadvantaged students without detailed explanation and smaller learning increments.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE A CAREER FOR TOMORROW: THE CAREER CLUSTER SERIES
(16 filmstrips with cassettes)

AUTHOR

SOURCE

American Learning Systems, Inc.
P.O. Box 2173
1932 Wynnton Road
Columbus, Georgia 31902

Order #: See Back Price: See Back Copyright: 1976

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 16

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● ~~teacher's~~ handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ● 35mm slide w/cassette
- ● length 10/20 min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ○ other ________

301

DESCRIPTION

The career Cluster Series contains 16 filmstrips. An introduction and 15 strips paralleling the 15 clusters as outlined by the Office of Education and used in the Dictionary of Occupational Titles. They are neatly packaged in 2 boxes and accompanied by 15 booklets giving brief job descriptions of some of the jobs in each cluster. Cassettes recorded with audible & inaudible pulse.

1.) Intro. to Careers CCI
2.) Fine ARts & HUmanities AHI
3.) Agri-business & Nat. Resources ANI
4.) Business & Office BUI
5.) Consumer & Homemaking Education CHI
6.) Communications & Media CMI
7.) Construction CNI
8.) Environmental Control ENI
9.) Health Service HSI
10.) Hospitality & Recreation HRI
11.) Manufacturing MAI
12.) Marketing & Distribution MDI
13.) Marine Service MSI
14.) Public Service PHI
15.) Personal Services PSI
16.) Transportation TRI

Price: $35.00 per title. Also available in LaBelle Cart. $70.00 per title.

COMMENTS

The films assume interest in school and desire and ability for higher education (University.) They are racially unbalanced and sex biased. The charactors are predominately white males. Traditional sex roles are emphasized. Narrated by the same male voice throughout the series. Booklets are typed-format with no motivators, but contain specific job descriptions which could be useful. Not appropriate for disadvantaged students.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE A CAREER FOR TOMORROW: THE CAREER ENHANCEMENT SERIES
(7 filmstrips w/cassettes)

AUTHOR

SOURCE American Learning Systems, Inc.
P.O. Box 2173
1932 Wynnton Road
Columbus, Georgia 31902

Order#: See back Price: See back

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length 10-20 min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrip w/cassette

DESCRIPTION

The Career Enhancement Series includes:

CE 1 - Financing & Training
CE 2 - Selecting a Career
CE 3 - Applying for a Job
CE 4 - Selecting a Job
CE 5 - Employment Interview
CE 6 - Your First Job
CE 7 - Career Advancement

Seven (7) filmstrips with cassettes recorded with audible and inaudible pulse, packaged in a sturdy box.

Order #: CE1-CE7 Price: $35.00 per title
$70.00 per title on La Belle cartridge

COMMENTS

Filmstrips are not racially balanced. They depict young men and young women in traditional sex roles. The same narrator (male voice) was used throughout the series. Success in school is also emphasized as a prerequisite to success in anything else. Too much emphasis on higher education (University). Selecting a Job is a good film in spite of above mentioned problems.

○ RECOMMENDED ● NOT RECOMMENDED

VC
RD

TITLE CHARLES LIVES AND WORKS

AUTHOR

SOURCE
Tennessee State Board for Vocational Education
200 Cordall Hull Bldg.
Nashville, Tennessee 37219

Order #: 021-00007/30 Price: $1.00 Tchr. Guide
$1.00 Stu. Workbook

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 18 Tchr. Guide
  32 Stu. Workbook

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 3.4 grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

VCRD

DESCRIPTION

This consumable resource is designed to acquaint students with the world of work. Sixteen short lessons follow a student through the job seeking-finding process. Several lessons cover budgeting and spending. Each lesson is followed by questions and/or activities pertinent to the major objective. The teacher's guide provides an explanation of the lesson and teaching suggestions.

Titles of lesson are:

Graduated
Getting an Idea
Getting Some Help
Have a Coke
A Double Surprise
A Panic
Mustang, Hamburgers and French Fries
Shower and Shave
Pins and Needles
Deductions
Becoming Good Friends
A Wealthy Man
Apartments
Checks and Balances
Making Ends Meet

COMMENTS

All major characters in the resource are male. Language used is contemporary. The resource is self-pacing. Job experiences are realistically portrayed.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE DISNEY'S CAREER PLANNING PROGRAM

AUTHOR

SOURCE Walt Disney Educational Media Company
500 South Buena Vista Street
Burbank, California 91521

Order #: by title Price: $250.00 Copyright: 1978

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level ____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
● other Filmstrip w/ cassette

DESCRIPTION

This is a series of 12 filmstrips and cassette tapes on Career Education. The topic headings are:

1. Introduction: Why Career Planning
2. How Careers Influence Lifestyles
3. How to Begin Your Personal Career Plan
4. Six Interest Areas: Where Do You Fit
5. Career Clusters: Understanding the Options

6 - 11. Career Interest Areas

12. Career Plans in Action: That First Job

Spirit masters are also provided. The filmstrips use a group of 4 young people and discusses what they learn about career planning at Walt Disney World.

COMMENTS

The physical quality of the resource is good; it is easily stored. Photography is impressive.

Some concepts are abstract and proper linkages between concepts are sometimes omitted. The filmstrips also refer primarily to middle/upper middle income environment.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE DON'T GET FIRED

AUTHOR Anema

SOURCE Janus Book Publishers
3541 Investment Blvd.
Suite 5
Hayward, California 94545

Order #: By title Price: $2.95

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
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○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 64

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 2.5 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

"Don't Get Fired" covers 13 ways to hold a job: be on time; responsibility; stick to the schedule; follow directions; be friendly and helpful; remember, business is first; keep busy; take criticism; leave blues at home; get along with others; take pride in work; don't argue with boss; be honest. Included are vocabulary lists with phonetic spellings, puzzles, questions related to each situation, and discussion suggestions.

COMMENTS

A good source for values clarification and information about 13 types of entry-level jobs. The workbook also makes an attempt at illustrating non-traditional roles for males and females and includes people of minority backgrounds. Some students may find the reading too difficult.

● RECOMMENDED 0 NOT RECOMMENDED

VCRD

TITLE EARNING MONEY NOW

AUTHOR Adelman

SOURCE A.W. Peller Associates, Inc.
124 Rea Avenue
P.O. Box 106
Hawthorne, New Jersey 07506

Order #: By title Price: $29.95

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
0 promotes development of psychomotor skills
0 provides immediate feedback
0 modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: ______

MATERIAL READABILITY

0 large print format
0 double column copy
● generous paragraph spacing
● high interest level
motivator read-along with cassette
0 reading level ____ grade
· reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W
0 color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
● length ~±15 min.
0 OH projectuals
0 color
0 B/W
0 games
● other cassette

DESCRIPTION

Personal Reading Modules are a series of high interest/low vocabulary exercises in reading. Earning Money Now a boxed set, contains 30 student manuals, read-along cassette, 30 skill sheets, and teacher's manual/answer key.

Student manual contains reading material and challenge activity; the Challenge Activity may be reproduced. Skill sheets are used to help increase recall, and build vocabulary (4 pages).

Teacher's manual contains suggestions for individual, class, and small group instruction.

Cassette is recorded identically on both sides.

COMMENTS

The student booklet illustrations portray traditional sex roles, but the text mentions that either sex can perform tasks and at times makes no sex reference at all.

The Challenge Activity helps students assess their present abilities and define desired abilities. Good material on types of part-time work and descriptions of "what you can do now and how to do it."

Female narration is used.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE ELEMENTARY DICTIONARY OF OCCUPATIONAL TITLES

AUTHOR

SOURCE
Oklahoma State Department
Vocational & Technical Education
Curriculum & Instructional Media Center
1515 West Sixth Avenue
Stillwater, OK 74074

Order # by title Price $3.50 Copyright 1974

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 279

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______
- ● reading level 9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______

DESCRIPTION

This easy to read version of the Dictionary of Occupational Titles was developed in Oklahoma as part of an elementary career awareness program. This book is organized by USOE Occupational Clusters. Each job abstract includes information on: history and future, work environment, qualifications, and advantages and disadvantages associated with the specific career.

COMMENTS

According to the developers of this work the publication should be used to focus attention on awareness of occupations rather than choice, to generate excitement rather than production, and to expose students to different life styles, career patterns, and educational experiences that enhance the individual and bring meaning into his or her life.

● RECOMMENDED   0 NOT RECOMMENDED

8

TITLE EXPLORING CAREERS
(series of 6, see back)

AUTHOR

SOURCE Southwestern Publishing Company
925 Spring Road
Pelham Manor, N.Y. 10803

Order #: see back Price: see back

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 75

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator cartoon friend
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
● charts/graphs
● B/W
● color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
● games
○ other ____________

315

DESCRIPTION

This is a series of texts whose theme is career exploration. Each text is broken into five segments, these include the importance of the occupation, people at work in the occupation, the job requirements, case studies and tryout experiences, and looking ahead. Each text comes with a teacher's guide. They are well illustrated and contain techniques to motivate the student.

Title	Order#	Price
Exploring Careers in Business	Y20	$3.72
Exploring Clerical Careers	Y21	$3.72
Exploring Secretarial Careers	Y22	$3.72
Exploring Data Processing Careers	Y23	$3.72
Exploring Accounting Careers	Y25	$3.72
Exploring Service Careers	Y26	$3.72

COMMENTS

These texts do a good job of exploring careers in a way that should be relevant and fun for the disadvantaged student. Games, puzzles, subject interviews, and a cartoon friend (Explo Joe) help put the information across. It appears well suited for disadvantaged students interested in career exploration. This resource is both culturally and sexually balanced.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE EXPLORING CAREERS: AGRIBUSINESS AND NATURAL RESOURCES
(Series of 6. See back; Group 8)

AUTHOR Silverman

SOURCE S.V.E.
5639 Harpers Farm Road
Columbia, Maryland 21044

Order #: A610-SHR/SHTC

Price:	each filmstrip	$11.50	
	each cassette	8.00	Copyright:
	entire set	87.00	1975

SUBJECT AREA Career Education

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○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrips and cassettes

DESCRIPTION

This is group 8 of SVE's Exploring Careers series. There are 6 filmstrips and 3 cassettes with dialogue for two films on each cassette. The film advances automatically or manually with audible pulse. They come packaged in a durable book shelf box. There is no particular sequence for showing filmstrips. The titles are:

		Time (Minutes)
1.	The Animal Technician	18
2.	The Architect, and the Contractor, Landscaping	17
3.	The Farm Equipment Mechanic	18:25
4.	The Meat Cutter	15:40
5.	The Florist	16:00
6.	The Tool Pusher, Petroleum Industry	18:45

Each film identifies its purpose and ends with review questions, enrichment activities, and bibliography.

COMMENTS

The filmstrips follow an actual worker in the field by describing the job, training and education, and probable salary and life-style. Men and women are portrayed in traditional sex roles. The filmstrips demonstrate contemporary dress and grooming styles.

Filmstrips 1 and 2 are somewhat advanced for the target population and refer to advanced degrees and good grades in typically demanding subjects such as biochemistry and botany.

Filmstips 3-6 emphasize more of the apprentice-type approach to job skills or relating to vocational community college. These filmstrips maintain reasonable interest but are not highly motivational. They could be used with disadvantaged students.

NOT AVAILABLE AT MVCRDC

● RECOMMENDED ○ NOT RECOMMENDED

TITLE EXPLORING MANUFACTURING OCCUPATIONS

AUTHOR Radvany

SOURCE Superintendent of Documents
U.S. Government Printing Office
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Order #: 017-080-01657-5 Price: $2.30 (Stu. man.) Copyright:
017-080-01657-3 $2.30 (Tchr. man.) 1975

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine 104 (Stud. man.)
- ● number of pages: 158 (Tchr. man.)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ● generous paragraph spacing
- ○ high interest level motivator ____________
- ● reading level 11 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______________

DESCRIPTION

This resource consists of a student manual and an instructor's guide. The resource was designed primarily to understand the manufacturing cluster as defined by DOE. The student manual provides information about jobs in the manufacturing cluster. This information includes a description of the industry, types of products, importance, typical jobs, expected working conditions, and the future of the industry.

COMMENTS

This is for exploratory purposes only. It is difficult to read. The teacher's guide provides objectives and activities. It is not intrinsically motivating. Useful as a reference and possibly modifiable for use with disadvantaged students.

● RECOMMENDED ○ NOT RECOMMENDED

VC
RD

TITLE EXPLORING OCCUPATIONS IN AGRIBUS AND NATURAL RESOURCE

AUTHOR Curtis and Mercer

SOURCE McGraw-Hill Book Company
1221 Avenue of the Americas
New York, N.Y.

Order #: 86462-4 Price: $95.00 Copyright: 1976

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 75 (Student workbook)
152 (Student manual)
15 (Teacher manual)

MATERIAL READABILITY

● large print format
● double column copy
● generous paragraph spacing
● high interest level
motivator "You are" approach
○ reading level _____ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
○ B/W
● color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
● 35mm filmstrip w/cassette (1)
● length 15 min.
○ OH projectuals
● color
○ B/W
○ games
● other 3 cassettes with interviews

DESCRIPTION

This set includes an introductory filmstrip and cassette, 3 cassettes of recorded interviews with actual workers in agribusiness and natural resources, a teacher's manual, 10 student manuals, and 10 student workbooks. All items come packaged in a sturdy box. The filmstrip cassette is recorded with audible and inaudible pulse. Each of the interview cassettes has two 7-8 minutes interviews per side. The workers interviewed are: Cassette #1 - Poultry Farmer, Farm Manager, Dairy Farm Worker, Veterinarian; Cassette #2 - Food Technologist, Farm Supplies Salesperson, Biological Oceanographer, Forest Ranger; Cassette #3 - Park Planner, Oceanographic Engineer, Floral Designer, Landscape Gardener.

Student Manual - Divided into 7 units written so student is an actual participant; lavishly illustrated. Review questions included.

Student Workbook - Contains worksheet assignments corresponding to lessons in the manual.

Teacher Manual - Contains helps, answer key, suggestions, and references.

COMMENTS

Filmstrip - is interesting. Narration is quick and strip moves quickly from occupation to occupation. Colorful, contemporary, and avoids all stereotyping.

Interviews - give basic basic summary of job, work atmosphere, and training required. Interviewing was done "on-the-job" and provides a realistic atmosphere. Poultry Farm and Park Planner interviews sound fades in and out. Poultry Farm used is not typical of today's operation, sensitive to opportunities for women. Would be especially helpful to student already interested in certain field.

Student Manual - gives short experience-oriented lessons.

Student Workbook - activities coinciding with lessons. Good "hands-on" material but require acquisition or loan of cumbersome outside materials.

Teacher's Manual - good directions for implementation of unit.

Some information is not appropriate for disadvantaged students because higher education is a must.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FINDING A JOB
(Life Style 70's series)

AUTHOR Wylie

SOURCE Mafex
90 Cherry St.
Johnstown, Pennysylvania 15902

Order #: 8F-RE-LS101 Price: $13.50 Copyright: 1974

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 13

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator Cassette
○ reading level _____ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
○ secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 15 min.
○ OH projectuals
○ color
○ B/W
○ games
● other Cassette

DESCRIPTION

Life Style 70's is a high interest/low vocabulary series designed to give an audio approach to learning, enabling students to cope with everyday problems and situations.

Finding a Job enables the student to determine job preference, job sources, interview, and keeping the job. The boxed kit contains 15 illustrated student books, and audio-conversation tape that extends the book content, 15 four-page skill development sheets that teach and reinforce basic skills, and a teacher's guide/answer key with "helps."

COMMENTS

Women when illustrated are shown in traditional homemaker roles.

Helpful information.

Female narration.

Skill sheet does provide thought questions to enable student to apply what should have been learned from tape.

● RECOMMENDED   O NOT RECOMMENDED

TITLE FINDING A JOB SERIES
(Series of 5 - See back)

AUTHOR

SOURCE Career Aids, Inc.
8950 Lurline Ave.
Chatsworth, California 91311

Order #: IE-112 Price: $89.95

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ● other 35 mm filmstrips and cassettes

325

DESCRIPTION

This is a series of 5 filmstrips and tapes titled:

What is a Job?
How to Look for a Job
Personal Appearance
Job Interview
The Personnel Director

Each filmstrip lasts about 10-15 minutes. The series is packaged in a box, making it easy to keep the set together. The filmstrips and cassettes are of good quality and durability. A teacher's manual is provided suggesting learning extenders.

COMMENTS

The narration of the filmstrips is good. The pace is reasonable and suitable for disadvantaged students. There is a review section at the end of each topic area that ties the section together and reinforces the concepts.

NOT AVAILABLE AT MVCRDC

● RECOMMENDED ○ NOT RECOMMENDED

VC
RD

TITLE FIRST JOBS

AUTHOR

SOURCE Sid Haas, EDI Representative
903 Caddington Avenue
Silver Spring, Maryland 20901

Order#: 340 Price: $169.00 Copyright: 1977

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 8 (tchr. guide)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● high interest level motivator format of resource
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length * min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrip & cassettes

* see description

DESCRIPTION

The components of this resource are: 9 filmstrips, 9 cassette cartridges, a teacher's guide, and 12 spirit masters for student activity sheets. Filmstrip titles and presentation times are: The Job Search (17 min.), Things to Find Out (11 min.), Tips for Beginning Workers (10 min.), Pay and Taxes (presentation time not available), Fast Foods (10 min.), Offices (8 min.), Retail Stores (9 min.), Supermarkets (6 min.), and Service Stations (8 min.). The teacher's guide provides information pertinent to the implementation of the resource. The spirit masters provide activites which augment the A/V presentations. Pace of the resource is moderate. Narration is male and female and is supplemented with background music. Characters in the filmstrips are male and female adolescents of mixed racial backgrounds. All components are durably packaged.

COMMENTS

Contemporary fashions, down-to-earth dialogue and suggestions, repetition of key concepts, background music, and convenient length of "learning chunks" make this resource particularly suitable for disadvantaged or "regular" vocational students. The instructional format is flexible and should be easily modified for use in different situations ranging from career education classes to vocational guidance. The overall quality of the resource is high.

● RECOMMENDED O NOT RECOMMENDED

TITLE FINDING YOUR FIRST JOB

AUTHOR McDaniels

SOURCE Time Shore Corp.
Box 974
Hanover, Maryland 03775

Order # see back   Price see back   Copyright 1975

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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- ● develops world of work concept
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- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 74

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator__________
- ● reading level 7-9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length ____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________

DESCRIPTION

This student workbook is composed of 9 chapters. Chapters are illustrated and include acitivities which require responses in the text. Topics covered include: Careers for the Future; Types of Jobs; Getting Ready to Look; Filling Out the Forms; How to Find Out About Jobs; The Interview; Deciding Which Job to Take; Getting Along; and Where Do You Go From Here. The workbook also includes a section listing sources of career information.

COMMENTS

The cartoon-type drawings include students of various ethnic backgrounds. While the workbook is comprehensive in content, the reading level may make it unsuitable for disadvantaged vocational students with poor reading skills. Its best use may be as a teacher resource as much of the information is needed by these students, especially the information about apprenticeships, on-the-job training opportunities and military occupational training.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE FIRST WEEKS OF WORK
(Personal Reading Module)

AUTHOR Barnewall and Wylie

SOURCE Mafex Associates, Inc.
90 Cherry St.
Johnstown, Pennysylvania 15902

Order #: 8F-RE-PRIZ Price: $25.70

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 9

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
● high interest level
motivator Cassette read along
○ reading level ____ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 15 min.
○ OH projectuals
○ color
○ B/W
○ games
● other Cassette

DESCRIPTION

Personal Reading Modules are high interest/low vocabulary reading programs in several areas. First Weeks of Work discusses problem areas found when beginning work and offers solutions to those problems. The boxed kit contains 30 student booklets containing the reading material and a challenge activity, a read-along cassette recorded clearly and identically on both sides, a teacher's manual with suggested uses, skill sheets and answer key/guide.

COMMENTS

This is an informative, realistic approach to the first week of work. The challenge activity is vague.

Ideal to have several modules for student to choose from.

Good instructions for class, small group, and individual use.

Not highly illustrated.

Sex bias present.

VC
RD

● RECOMMENDED   0 NOT RECOMMENDED

TITLE FORMS IN YOUR FUTURE

AUTHOR Goltry

SOURCE Globe Book Company
175 Fifth Avenue
New York, New York 10010

Order # ISBN 0-87065-922-7 Price $2.00 Copyright 1977

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 109

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______
● reading level 5-9 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______

DESCRIPTION

This is a compilation of 24 commonly encountered forms, with brief descriptions and notes. Types of forms include: social security application, job applications, W-4, various banking forms, health and life insurance, etc. The text includes a listing of commonly encountered abbreviations and short forms. All pages are perforated.

COMMENTS

Use with disadvantaged vocational students is enhanced through format of text and use of caricatures. It can easily be used for either group or individualized instruction.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE GETTING AROUND CITIES AND TOWNS

AUTHOR Roderman

SOURCE Janus Book Publishers
3541 Investment Blvd.
Suite 5
Hayward, California 94545

Order #: By title Price: $2.85

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 64

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ____________
- ● reading level 2 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

"Getting Around Cities and Towns covers: Getting Around the Neighborhood; North, East, South, West; Getting Around a Building; Using a Directory; Looking for an Address; Reading a Street Map; Getting Around by Bus; and Getting Around a Big City. Throughout the booklet there are "checkpoints" and "practice pages" to review and reinforce the material that was covered.

COMMENTS

The reading level is good and the illustrations are interesting and informative. There might be a problem of using this material with older disadvantaged students in that it might be too easy.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE GREGG OFFICE JOB TRAINING PROGRAM

AUTHOR McGraw Hill

SOURCE Princeton Road
Hightstown, N.J. 08520

Order #: 7966J-3 Price: $290.00

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: See Back

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This material is designed to provide training and exposure in fifteen job areas, they are: Accounts Payable Clerk, Accounts Recievable Clerk, Billing Clerk, Office Cashier, Order Clerk, Payroll Clerk, Personnel Clerk, Purchasing Clerk, Stock Control Clerk, Traffic Clerk, and Typist. Each training program provides the kind of coverage found in real on-the-job training programs. The materials included are: 45 Training Manuals (3 manuals for each of the 15 programs ±40 pp. each), 45 pads of Resource Materials (consumable), 5 packets of filing supplies (reusable), one packet Job Selection Guides (consumable), OJT Supervisor's Handbook, Display Unit (12 L shaped plastic modules, and 6 cards for display (photographs).

COMMENTS

Each training program is designed to take 15 to 20 hours. On the basis of this it should take 225 to 300 hours to complete all 15 areas.

This material imparts some valuable skills and knowledge as well as providing an overview of the tasks required in each occupational setting. Some prerequisite skills are required in some areas, for example in typing it is assumed the student has some knowledge of the keyboard, and typing. Most of the other programs require basic language skills and basic math. Because this material is self paced and relevant, it should be useful to help disadvantaged youth explore possible careers and learn some skills along the way.

VCRD

● RECOMMENDED 0 NOT RECOMMENDED

338

TITLE HOME AND COMMUNITY SERVICES, STUDENT MATERIAL

AUTHOR State Department of Vocational and Technical Education

SOURCE Curriculum and Instructional Materials Center
1515 West Sixth Avenue
Stillwater, Oklahoma 74074

Order # by title

Copyright 1972

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 692 +

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______
- ● reading level 8-10 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ______

DESCRIPTION

This publication contains instructional units in the following areas: food services, clothing services, consumer education, health occupations, and personal services. Units include information sheets, assignment sheets, job sheets, and transparency masters.

COMMENTS

Some of the units may be suitable for use with disadvantaged students in various vocational areas (particularly food and clothing services). Also, the stress on demonstrations, hands-on activities and performance objectives are particularly helpful. These skills are those that can be equally useful at home or as an occupational skill.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOW TO CHOOSE YOUR WORK

AUTHOR Stone

SOURCE Bruce
Division of Benzinger Bruce & Glencoe, Inc.
8701 Wilshire Boulevard
Beverly Hills, California 90211

Order #: ISBN 829260-X Price: $2.25 Copyright: 1969

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ○ develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 64

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator____________
- ● reading level 8-9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ○ secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

The booklet is divided into three parts: what do you want to do, what can you do, and kinds of work available to you. The first part deals with an examination of goals. The second section is an assessment covering aptitudes, skills, experience, education, and personal qualities. Part three deals with an examination or exploration of possible employment opportunities and related information. The booklet is in the form of a student workbook.

COMMENTS

Some disadvantaged learners may require teacher assistance due to the reading level of the workbook. It can be used for either group or individualized instruction.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE HOW TO GET A JOB

AUTHOR Fraenkel

SOURCE The President's Committee on Employment of the Handicapped
Washington, D.C. 20210

Order # by title Price free

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 29

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 5-6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This brief booklet describes to the user the various steps needed to secure a job. The booklet, which is specifically designed to assist handicapped persons, is simple written and illustrated. It is divided into four sections: Choosing the Right Kind of Work; Looking for the Job; Going on an Interview; and Starting to Work.

COMMENTS

This booklet provides a brief overview of job finding skills. It may be suitable for some disadvantaged students as it is simply written and illustrated with stylized drawings. It can be used by either individuals or groups.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE HOW TO GET A JOB

AUTHOR Stone

SOURCE Bruce
A Division of Benziger Bruce & Glencoe, Inc.
8701 Wilshire Boulevard
Beverly Hills, California 90211

Order #: ISBN 829240-S Price: $2.25 Copyright: 1969

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 74

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________
● reading level 9 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________

DESCRIPTION

This booklet covers the following areas: finding a job opening, applications, interviews, follow-up, employment tests, and resume. Instruction in each area is independent of other areas. Questions and activities follow each chapter.

COMMENTS

While the material would be useful for many disadvantaged students, the reading level may require teacher assistance and supervision for some. It can be used for either group or individualized instruction.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE HOW TO GET AND HOLD A JOB
(Personal Reading Modules)

AUTHOR Wylie

SOURCE Mafex Associates, Inc.
90 Cherry St.
Johnstown, Pennysylvania 15902

Order #: 8F REPR100 Price: $23.96

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 9

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
● high interest level
motivator Read-a-long cassette
○ reading level ____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 15 min.
○ OH projectuals
○ color
○ B/W
○ games
● other Cassette

DESCRIPTION

Personal Reading Modules are high interest/low vocabulary reading programs in several areas. How to Get and Hold a Job discusses job sources, interviewing and keeping the job. The boxed kit contains 30 student booklets containing reading material and challenge activity, a read-along cassette identical on both sides, a teacher's manual with suggested uses, skill sheets and an answer key/guide.

COMMENTS

The cassette has an introduction before manual reading beings - on one side this introduction is garbled.

Information about classified ads is good.

Challenge activity is meaningful.

Ideal to have several modules for student to choose from.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE INTERVIEW

AUTHOR Wylie

SOURCE A.W. Peller & Associates, Inc.
124 REA Avenue
P.O. Box 106
Hawthorne, New Jersey 07506

Order: By title Price: $16.95

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 12

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ● generous paragraph spacing
- ● high interest level
- motivator read-along with the cassette
- ○ reading level ____grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length ±15 min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ● other cassette tape

DESCRIPTION

Personal Reading Modules are a series of high interest/low vocabulary exercises in reading. The Interview, a boxed set, contains 30 student manuals, read-along cassette, 30 skill sheets, and teacher's manual/answer key. Student manual contains reading material and challenge activity. The challenge activity may be reproduced. Skill sheets are used to increase recall and build vocabulary (4 pages.)

Teacher's manual contains suggestions for individual, class and small group instruction.

Cassette is recorded identically on both sides.

COMMENTS

The student booklet is sex biased showing only men, but the text uses he/she, etc.

Challange Activity is designed for groups of 3 or more. They include role playing and evaluating interviews conducted in class.

This set is much like Relevant Production's Interviewing in the Life Style 70's series. It would not be necessary to purchase both. This set is a condensed version, but it gives the basic helpful interviewing hints.

Narration is done by a male voice.

● RECOMMENDED   O NOT RECOMMENDED

TITLE INTERVIEWING
(Life Style 70's)

AUTHOR Richard E. Wylie

SOURCE Mafex
90 Cherry St.
Johnstown, Pennslyvania 15902

Order #: 8F ReLS 118 Price: $13.56 Copyright: 1975

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 13

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
● high interest level
motivator Cassette
○ reading level ____ grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 15 min.
○ OH projectuals
○ color
○ B/W
○ games
● other Cassette

DESCRIPTION

Life Style 70's is a high interest/low vocabulary series designed to give an audio approach to learning enabling students to cope with everyday problems and situations.

Interviewing discusses nervousness, the interviewer, personal appearance, characteristics, and the interview itself. The boxed kit contains 15 illustrated student books, audio-conversation tape that extends book content, 15 four-page skill development sheets that teach and reinforce basic skills, and a teacher's guide/answer key with "helps."

COMMENTS

Helpful information about interviewing.

Few women depicted in manual and no women pictured on skill sheet.

Male narration is provided.

Sample questions asked during interview give student an idea of what to expect.

Sound fades on one side of cassette.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE I WANT A JOB

AUTHOR Hudson and Weaver

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P. O. Box 66
Phoenix, New York 13135

Order # 146 Price $1.95 Copyright 1964

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 36

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ____________
● reading level 5-6 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This publication is designed to assist students in locating, applying for, and securing employment. Contents include: Getting a Job; Getting My Social Security Card; Finding Out About Jobs; Applying for a Job; Having an Interview; Getting a Work Permit; and Keeping My Job. Units are simply written and illustrated, and include necessary basic information. Also, there are many sample forms. The text is written in the first person singular style.

COMMENTS

This publication may be suitable for use with disadvantaged or regular students who have little or no employment orientation background. Light shading of faces is the only attempt to make this material ethnically oriented.

● RECOMMENDED   ○ NOT RECOMMENDED

VC
RD

TITLE JANUS JOB PLANNER

AUTHOR Jew & Jong

SOURCE Janus Book Publishers
3541 Investment Blvd.
Suite 5
Hayward, California 94545

Order #: By title Price: $2.85

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 88

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________
- ● reading level 2.5 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

The Job Planner helps the student identify interests, availability and requirements of jobs, and set goals for the future. Included are sections on values, choosing, experiences, working conditions, pay and expenses, attitudes, plans, a job guide and work interest inventory. Most jobs discussed require little or no post-high school education.

COMMENTS

A good resource for self-assessment and understanding environmental influences in job selection. Few illustrations and much required reading may create a motivational problem.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE JOB APPLICATION AND INTERVIEW

AUTHOR Lacy and Park

SOURCE Instructional Materials Laboratory
University of Missouri-Columbia
Columbia, Missouri

Order #: See back Price: See back Copyright: 1975

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 530 Tchr. Man.
300 Stu. Man.

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
● reading level 6-8 grade
● reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

The publication is divided into 9 units: Why Work; Career Opportunities; Occupational Information; Self-Evaluation; Letter of Application and Application Blank; Job Interview, Tests, and Forms; Money Management; Job Success Factors; and Job Promotion and Advancement. Included in the manual are projector transparency masters, handout masters, and a wide range of student activities.

Teachers Manual Order #: VE-17-1 Price: $10.00
Students Manual Order #: VE-17-S Price: $ 4.00

COMMENTS

This publication represents a highly comprehensive student-teacher manual designed to provide essential information for the set up and maintenance of the job seeking aspects of career education programs. Included are materials on good grooming with an exercise program and wardrobe planning.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE JOB INTERVIEW KIT

AUTHOR

SOURCE
Janus Book Publishers
3541 Investment Blvd.
Suite 5
Hayward, California 94545

Order #: By title Price: $24.45

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ● provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 30 photos
  3 spirit masters

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ○ secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

The kit provides materials necessary for conducting simulated job interviews for 30 non-skilled or semi-skilled workers in the 15 career clusters: Job Ticket Book, Application Form, Interview Rating Form, Interview Progress Record Form, and a Teacher's Guide. The large photographs have interview questions on the back which may be used by the interviewer.

COMMENTS

The Kit allows students exploration of 30 jobs while giving practice in completing an application, self-evaluation and evaluating others during an interview. It is suitable for use with all students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE JOBS IN AUTOMOTIVE SERVICES
(Series of 8. See back)

AUTHOR Hayes and Merwin

SOURCE

Coronet Media
65 East South Water Street
Chicago, Illinois 60601

Order #: M0273 Price: $124.00 Copyright: 1974

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 11

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
○ reading level ____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
● 35mm slide w/cassette
● length 7-9 min. per filmstrip
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrips and cassettes

DESCRIPTION

Jobs in Automotive Services is a series of 8 filmstrips with cassettes, library cards and filmstrip guide packaged in a cardboard box. Cassettes are recorded identically on both sides with audible tone and automatic advance. The filmstrips are:

		Time (Minutes)
1.	Tune-Up Trainee	9
2.	General Automobile Technician Apprentice	8½
3.	Truck Service Technician Apprentice	8
4.	Front End Trainee	8
5.	Transmission Trainee	9
6.	Body and Fender Apprentice	9
7.	Air Conditioning Trainee	7½
8.	Brake Trainee	8

The guide contains hints, objectives, summaries and discussion/review questions.

COMMENTS

The filmstrips are 8 case studies. One woman case study is used - Front End Trainee. Racial balance is portrayed. All films discuss salary, union advantages, disadvantages and future opportunities relating to the particular job. School pressure is de-emphasized but high school diploma is viewed as a must.

The presentations assume knowledge of a few technical terms.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE JOBS IN DATA PROCESSING
(Series of 6, see back)

AUTHOR Abrams

SOURCE Coronet Media
65 East South Water St.
Chicago, Illinois 60601

Order #: MO280 Price: $99.00

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 11

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ____________
- ○ reading level _____ grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length 11-15 min. per filmstrip
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrips/cassettes

DESCRIPTION

Jobs in Data Processing is a series of 6 filmstrips with cassettes, library cards, and filmstrip guide packaged in a cardboard box. The cassettes are recorded identically on both sides with audible pulse but will advance automatically. The films are:

1. Control Clerk - 11 min.
2. Keypunch Operator - 12½ min.
3. Computer Operator - 12 min.
4. Programmer - 13½ min.
5. Customer Engineer - 14½ min.
6. Sales Representative - 14½ min.

The guide contains hints, objectives, summaries, and discussion questions for each filmstrip.

Films are case studies of individuals in each particular job described in the series.

COMMENTS

Good racial and sex balance within the case studies.

Good overview of each job, giving the advantages and disadvantages, schooling needed, and correlated opportunities.

Study questions are designed to heighten any interest a student may have in the particular area.

Packaging allows one film and cassette to be taken as a compact unit for viewing.

NOT AVAILABLE AT MVCRDC

● RECOMMENDED ○ NOT RECOMMENDED

TITLE JOB RUSH
(Series of 12, see back)

AUTHOR

SOURCE Wisconsin Vocational Studies Center
964 Educational Sciences Bldg.
1025 W. Johnson St.
Madison, Wisconsin 53706

Order #: 235 Price: $200.

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 47 Instr. Guide

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
○ reading level _____grade
● reading level: professional Instr. Guide

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length _____min. varies
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrips with cassettes

DESCRIPTION

This is a series of filmstrips and tapes on job seeking information. The series is designed to be a "library" of job-seeking information, allowing random use of individual programs. It could also be used as core material for a job-seeking and job-keeping course. It was designed to serve the wide range of job seekers from young to old, first job or mature workers seeking a new career, women returning to the job market, and the disadvantaged and handicapped.

The titles are:

How to Avoid Application Form Frustration
The Resume - A Tool for a Tool
Job Prospecting
Civil Service - Jobsville
Job Service - Use It
Goin' Down This Road Feelin' Better
Getting Up for the Job Interview
To Up a Down
Mary, Alice and Josephine
Standing by for Your 10-34
You Too Leonardo
Into the Big Unknown

The tapes and filmstrips come in two binder-like folders that permit easy storage of the material. The physical quality is excellent.

COMMENTS

Several of the filmstrip pictures are repeated throughout the series. The filmstrips are shot in real situations and illustrate their respective topics well. The series is designed to serve a wide range of job-seekers but the focus is basic adult education.

The pace is reasonable but some additional help or instruction may be needed for some users.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE JOB SURVIVAL SKILLS
(series of 13, see back)

AUTHOR

SOURCE Singer/S.V.E.
5039 Green Mountain Circle
Columbia, Maryland 21043

Order #: G614SATC

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: _______

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
○ reading level _____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length _*_ min.
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrips and cassettes

*See Description

DESCRIPTION

This series comes in a 2-box set. Filmstrips/cassettes 1-7 individually packaged in box and 9-14 individually packaged in box 2. There is no filmstrip #8.

The titles are:

		Time (Minutes)			
1.	Introduction	8½	8.	No #8	
2.	Education and Training	10	9.	Job-Seeking Skills	20
3.	From Which Point of View	5	10.	Personal Appearance	10
4.	Self-Concept and Employment	8	11.	Resume	16½
5.	Communication	15	12.	Application	20
6.	You and Your Supervisor	11½	13.	Interview	10
7.	You and Your Co-workers	7	14.	Summarizing	6

Filmstrips 11 and 12 allow time (not included in timing of filmstrip) for students to fill out resumes and applications. Filmstrip cassettes are recorded with inaudible and audible pulse. Filmstrips use cartoon and photographs. All filmstrips have the same two characters introducing the theme of the strip except #3. Resource was produced in 1973.

COMMENTS

Each filmstrip contains obvious sex stereotyping and traditional roles. Dialog attempts contemporary lingo but fails. Voices are too mature for characters shown. The dialog and tone are sometimes patronizing and may be offensive. Throughout the series there is excessive repetition of the same slides with different dialog. Dress styles are not contemporary. The audio and visual components do not always coincide to clearly present the thought. The vocabulary is advanced in places. Filmstrips are not always upbuilding, i.e., at one point the audio speaks of bad grades and the visual shows the word DISADVANTAGED on the blackboard.

Film 3: In spite of sex bias, it is a good presentation on perception; dividing it into Needs, Roles and Attitudes.

Films 11 & 12: could be used to help students fill out resumes and applications for practical experience.

All other films would be an insult in today's classroom.

NOT AVAILABLE AT MVCRDC

○ RECOMMENDED ● NOT RECOMMENDED

TITLE THE LANGUAGE OF WORK

AUTHOR Crowell

SOURCE Educational Design, Inc.
47 W. 13th St.
New York, N.Y. 10011

Order #: 302 Price: $171.75 Copyright: 1978

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
● provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 32

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
● high interest level
motivator Cassette tape
○ reading level ____grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length 16-22 min. per lesson tape
○ OH projectuals
○ color
○ B/W
○ games
● other Cassettes

DESCRIPTION

The Language of Work contains 12 cassette lesson tapes, 3 cassette discussion tapes, 12 overhead projector transparencies, 24 copies of a student record book, and an instructor's guide. All items except the student books are packaged in a cardboard file-type box. The lesson tapes cover

1.	Understanding Instructions	22:00
2.	Safety	17:20
3.	Sales and Customer	17:20
5.	Handling Trouble Situations with Customers	16:37
5.	The Structure of a Company	16:43
6.	Telephone Answering Skills	19:06
7.	Taking a Message	19:00
8.	The Law, the Employer	17:40
9.	Unions and Employee Associations	19:00
10.	Company Money Matters: An Overview	17:32
11.	Shipping and Receiving	17:40
12.	Ordering and Billing	19:20

Each discussion tape has three situations to stimulate class or group discussion and participation. The student books contain questions corresponding to the tapes and are discussed with the tapes. The instructor's guide contains an introduction, suggestions for administering the program, using the discussion tapes, the transparencies and activities. Transparencies are well made, durable and include: 2 on safety, 4 on shipping and receiving, and 6 on ordering and billing. Safety transparencies are illustrations; the rest are sample business forms.

COMMENTS

The tapes give valuable lessons in an interesting role-playing format. Integration of questions is good and helps maintain interest by having students do the problem solving as posed by the tape. Answers are provided in the narration. Female and male narration is used.

Instructor's guide is complete and helpful. Provides many suggestions for proper use for individuals, small groups, or entire class.

Tapes are recorded identically on both sides.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LIFE SKILLS: GETTING A JOB
(Series of 4 see back)

AUTHOR

SOURCE Society for Visual Education, Inc.
1345 Diversey Parkway
Chicago, Illinois 60614

Order #: A608-SATC Price: $99.00 Copyright: 1978

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf (3-ring binder)
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator______________
- ○ reading level _____grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length 10-15 min.
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrips & cassettes

DESCRIPTION

This is a four part series on getting a job. The parts are: 1. Making a Career Decision, 2. Preparing to Hold a Job, 3. Looking for a Job, and 4. The Job Interview. The complete set is packaged in a binder which stores the cassettes, filmstrips and all print materials provided. The teachers manual gives suggestions for pre and post film discussions, lists objectives, and gives suggestions for classroom activities. A copy of each script is provided. The package includes work sheets for each title. The physical quality of the package is good.

COMMENTS

This is a straight forward approach to getting a job. It uses young people, their own ideas, operations, and desires to show the steps needed to make a career decision and how to get a job of their choice that suits the individual. The pace is suitable for the disadvantaged. The material assumes a desire to choose a career and find a job. It does little to provide motivation toward the importance of a job in American Society.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LOCATING AND SECURING A JOB

AUTHOR Burkett

SOURCE Clemson University
Vocational Education Media Center
Clemson, South Carolina 26931

Order # 9-6-70 Price $.75 Copyright 1970

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 29

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ________
● reading level 6 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________

DESCRIPTION

This booklet has a photo cover and is illustrated with line drawings, sample forms and letters. It briefly lists how to decide on a job and what steps to take to get one, including how to dress for and behave during a job interview. The list of questions which may be asked during an interview could serve as a basis for a role-playing activity by students. There are assignments listed at the end of each job securing step.

COMMENTS

This booklet is brief and covers many important points. The booklet can be used by the teacher as a basis for developing a series of classroom activities or it can be used by students who read at least at the 7th grade level independently. Minorities are not illustrated. The literary style may not appeal to disadvantaged students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LOOKING INTO THE FUTURE

AUTHOR Glasser

SOURCE
Frank E. Richards Publishing Co., Inc.
Order Department
P. O. Box 66
Phoenix, New York 13135

Order # 206 Price $1.95 Copyright 1974

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
○ develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 57

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
● reading level 5-6 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other __________________

DESCRIPTION

This book is designed to assist students in preparation for many unskilled and semi-skilled occupations. Individual units cover basic skills, mastery of which is necessary for success. Text is complete with questions which require use of basic math and reading comprehension skills.

COMMENTS

Reading level, use of illustrations, and general content makes this publication a possible introductory resource in a disadvantaged vocational classroom.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MACK WORKS IN A CLOTHING FACTORY

AUTHOR Piltch

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P. O. Box 66
Phoenix, New York, 13135

Order # 190 Price $1.95 Copyright 1971

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 60

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ______________
- ● reading level 5-6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ________________

DESCRIPTION

This workbook presents the story of Mack's experience after leaving school. He finds employment in the garment industry and learns the problems faced by the employees and employer, and the adjustments made in meeting them. Student activities include comprehension questions and crossword puzzles.

COMMENTS

The workbook is focused at the older high school student having a disadvantaged background. Reading level is maintained with the poor high school reader in mind. Exercises stress comprehension.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ME AND JOBS

AUTHOR Hooker and Fleming

SOURCE Educational Design, Inc.
47 West 13th Street
New York, New York 10011

Order # B-320 Price see back Copyright 1974

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 93

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator_______________
- ● reading level 6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

The workbook/textbook is divided into four sections; me, jobs, me and jobs, and applications and interviews. The function of the book is to (1) assist the student in self-awareness and approval, (2) explore vocational areas (3) determine possible jobs that are compatible with the students, (4) provide instruction with respect to employment applications and interviews. The book is in the form of a student workbook with exercises and activities.

COMMENTS

This could not easily be used for independent study as it calls for students to work together on many activities, especially those related to job-hunting. 1978 cost: Starter set (11 copies) w/teacher's manual $30.80; up to 30 copies w/teacher's manual $2.80 ea.; 31 to 100 copies w/teacher's manual $2.65 ea.; 101 or more copies w/teacher's manual $2.50 ea. Extra teacher's manuals $1.00 ea.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MY JOB APPLICATION FILE

AUTHOR Kahn, Tong, and Jew

SOURCE Changing Times Education Service
903 Coddington Avenue
Silver Spring, Maryland 20901

Order # 1263

Copyright 1974

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 48

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________
● reading level 5-7 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ________

DESCRIPTION

This handbook is designed to assist students in the completion of employment applications. It covers such concerns as personal history, education, health records, legal documents, paid and unpaid experience, references, etc. Included also are a sample of nine actual employment applications from national firms such as McDonalds, General Electric, and American Airlines.

COMMENTS

The handbook explains a number of areas commonly associated with applications, however, some teacher interaction would likely be necessary to properly convey its content to disadvantaged students. It can be used for individual instruction, but the material is best covered in group instruction. It has a 2.5 Spache reading level according to sales catalogue, but this seems much too low.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE OCCUPATIONAL ESSENTIALS: SKILL AND ATTITUDES FOR EMPLOYMENT

AUTHOR Meredith and Richter

SOURCE H. C. Johnson Press, Inc.
Vocational Education Division
P. O. Box 5566-2801 Eastrock Drive
Rockford, Illinois 61125

Order # by title Price see back Copyright 1971

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ● number of pages: 198

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator_______________
- ● reading level 7-9 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This publication instructs the student concerning necessary skills and attitudes for employment and advancement. Topical areas include self inventory, employment possibilities, securing employment, prerequisites for success on the job, advancement, and resignation. The student's version is in a workbook format in which students actually record responses. Instruction segments are complete with individual and discussion questions. The prices for the resource areas follows: student manual, $4.50; instructors guide, $7.50.

COMMENTS

The student's manual is for the most part a workbook. Utilization requires the student to respond in the manual. While there are no pictures or illustrations in the copy, there are numerous examples of resumes, employment applications, formats for letters of various types, etc. Reading level makes the manual unsuitable for many disadvantaged students. (It can be used individually or for group instruction).

○ RECOMMENDED ● NOT RECOMMENDED

TITLE OCCUPATIONAL PREPARATION - INSPECTION AND QUALITY CONTROL

AUTHOR Radvany

SOURCE
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

017-080-01656-7 $2.00(tchr. man.)
Order #: 017-080-01655-9 $2.00(stu. man.) Copyright 1975

SUBJECT AREA Career Education

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PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 130 (stu. man.) / 127 (tchr. man.)

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
○ high interest level
motivator________________
● reading level 12 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
● performance objectives
● student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This resource consists of a teacher's guide and student's manual. It is designed to prepare individuals to perform inspection and quality control tasks.

The student manual has two main parts with 11 sections. The parts are: Occupational Preparation in the Quality Control and Inspection Field, and Specific Occupational Preparation Subject Matter.

The teacher's guide provides objectives, suggestions for teaching content, additional resources, and evaluation suggestions.

COMMENTS

This appears to be a useable text. The information is explained clearly and illustrations are provided.

There are no real motivators but the instructor should be able to modify the resource and incorporate the suggested supplementary materials to meet class needs.

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE OCCUPATIONS 1/OCCUPATIONS 2

AUTHOR Blakely, Schroeder

SOURCE New Readers Press
Publishing Division of Toubock Literacy, Inc.
Box 131
Syracuse, New York 13201

Order # by title Price $1.60 each Copyright 1975

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 64 each

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator various occupations
● reading level 5-7 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This publication is available in two parts. Part one covers the following occupations: service, government service, paraprofessional, clerical, hotel and restaurant, driving, and skilled manual. Part two covers: semi-skilled, skilled, technical, clerical and sales, paraprofessional, self employed, and supplementary. Each entry includes a short dialog and picture of actual people in various occupations. A job description is also included (duties, qualifications, job outlook, where to apply, etc.). The item is basically a simplified version of the Occupational Outlook Handbook.

COMMENTS

Dialogs and job descriptions are realistic. A wide variety of ethnic groups are portrayed and women are shown in some non-traditional roles. This material may be useful with regular students in a career education class, and disadvantaged students with fair reading backgrounds.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE ON THE JOB

AUTHOR Hudson, Weaver

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P. O. Box 66
Phoenix, New York 13135

Order # 157 Price $1.95 Copyright 1965

SUBJECT AREA Career Education

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PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 34

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ________
- ● reading level 3-4 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____ min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This booklet is a sequel to I Want a Job. Content covers such topics as: Being a Successful Worker; Getting Ready to Go to Work; Dressing for Work; Doing a Good Job; Being Reliable; Making Mistakes; Keeping Safe at Work; etc. The booklet is highly illustrated and contains some student activities.

COMMENTS

The high level of illustration and low reading level make this booklet serviceable with disadvantaged learners with poor reading skills. Content is of a basic level. There is some face shading in the illustrations, apparently to depict minority groups.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE PACEMAKER VOCATIONAL READERS
(Series of 10, see back)

AUTHOR

SOURCE Fearon Publishers
6 Davis Drive
Belmont, California 94002

Order #: 7262 Price: $105.00

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 62 per title

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
● high interest level motivator Photographs
● reading level 1 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
○ performance objectives
● student activities
○ student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

Pacemaker Vocational Readers include 5 copies each of ten titles, and two teacher's guides packaged in a cardboard bookcase. The titles of books and their general vocational areas are:

1. Ready to Go (Auto Mechanic's Helper)
2. Someone for the Summer (Waitress)
3. Until Joe Comes Back (Supermarket Stock Clerk)
4. Power On and Start Print (Duplicating Room Worker)
5. The Other Side of the Counter (Short Order Cook)
6. Give the Kid a Chance (Baker's Helper)
7. I'll Try Tomorrow (Gardener)
8. Fitting Right In (Sewing Machine Operator)
9. And It's So Quiet (Porter/Janitor)
10. You Know How Children Are (Day Care Center Aide)

The teacher's guide lists uses, additional materials, discussion outlines, and activities for each of the titles. Vocabulary words are included in the student books and teacher's guide.

COMMENTS

The books are culturally balanced throughout the series. Men and women portrayed in sex-typical roles but should be enjoyable to both sexes. Books are not meant to give comprehensive coverage of particular job area. Realistic stories expose some of the unpleasant occurrences of work, i.e., grouchy customers, getting fired, hard work, etc.

Good vocabulary list and suggestions to enable students to get the most from experiencing these books.

Short sentences and basic vocabulary used.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE PETER SAVES THE DAY: EMPLOYMENT

AUTHOR

SOURCE Mafex Associates, Inc.
90 Cherry Street
Box 519
Johnstown, PA 15907

Order # by title Price see back Copyright 1978

SUBJECT AREA Career Education

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PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 82 stu. man.
22 tchr. man.

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level
motivator ______
● reading level 6 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ______

DESCRIPTION

This booklet is designed to present the various phases of job seeking and advancement skills. Covered are: Ways of Learning About Jobs, Self Evaluation, Interviews, Making Change, Work Habits, Getting Along With Others, Why People Lose Jobs, Applications, Merit and Seniority, Union, etc. Units are presented in such a way as to involve students actively. Motivational strategies include word games and puzzles. The prices are as follows:

	Price
Students edition	$2.95
Teachers edition	$1.95

COMMENTS

This booklet would be useful with disadvantaged students having below average reading skills. It would likely be useful as a resource in a career awareness program. It would best be used for group instruction.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE PREPARING FOR THE JOB INTERVIEW

AUTHOR Wool

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P. O. Box 66
Phoenix, New York 13135

Order # 226 Price $1.95 Copyright 1977

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 52

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator ________
● reading level 5-6 grade
0 reading level: professional

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W
0 color

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
0 post-secondary

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
0 performance objectives
● student activities
● student work sheets
● review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length _____ min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ________

DESCRIPTION

This student workbook is designed to assist the user in planning for an interview. The seven chapters cover such areas as: job selection, application forms, personal preparation for a good impression, dressing for an interview, directions, etc. The workbook is illustrated and is complete with a final examination.

COMMENTS

The workbook provides for discussion after each chapter. Information contained within is comprehensive and well presented.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE A SECONDARY GUIDE IN CAREER DEVELOPMENT FOR SPECIAL NEEDS STUDENTS (2 Vol. set)

AUTHOR

SOURCE Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Order # 901 Price $7.50 Copyright 1974

SUBJECT AREA Career Education

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PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
● loose leaf
0 stapled
0 plastic spine
● number of pages: 824

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 high interest level motivator________
● reading level 6 grade
0 reading level: professional

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
● charts/graphs
● B/W
0 color

INTENDED USE

● student resource
● teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
0 post-secondary

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip 8mm
0 film loop/strip 16mm
0 film reel-to-reel 8mm
0 film reel-to-reel 16mm
0 35mm slide
0 35mm slide w/cassette
0 length ____min.
0 OH projectuals
0 color
0 B/W
0 games
0 other ________

DESCRIPTION

This two volume guide written for use with handicapped V.E. students can also be used for teaching career development with disadvantaged students. Vol I includes goals, behavioral objectives, a work-study curriculum rationale, and teacher directions with student worksheets for 4 units. Vol II contains 2 additional units, instructional modules, assessment instruments, transparency masters, and bibliographies.

COMMENTS

Although the reading and writing skills required in this guide may be beyond the ability of some disadvantaged students, the teacher should be able to adapt the materials for teaching general pre-vocational skills related to living in our American economy.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SELECTING A VOCATION
(Series of 8. See back)

AUTHOR Brandon

SOURCE Coronet Media
65 East South Water Street
Chicago, Illinois 60601

Order #: M0173 Price: $129.00 Copyright: 1974

SUBJECT AREA Career Education

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PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 11

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator ________
- ○ reading level _____ grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length 10-13 min. per filmstrip
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrips and cassettes

DESCRIPTION

Selecting A Vocation is a series of 8 filmstrips with cassettes, library cards and a teacher's guide packaged in a cardboard box. Cassettes are recorded identically on both sides with audible tone but automatically advanced. The films are:

	Time (Minutes)
1. Evaluating Yourself	10½
2. Evaluating Jobs	12
3. Semiskilled and Skilled Occupations	11
4. Clerical Occupations	10½
5. Service Occupations	11½
6. Sales Occupations	10½
7. Business Occupations	10½
8. Professional and Technical Occupations	13

The guide contains hints, objectives, summaries and discussion questions.

COMMENTS

Narration is varied within each cassette. Films are interesting. Racial balance is portrayed. Traditional sex roles are displayed in most cases. Emphasis is taken off academic pressure. Many options shown for the student disinclined to higher education. Discussion questions can lead to meaningful student experiences.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SERIES II: JOBS AND EMPLOYMENT OPPORTUNITIES
(Video tapes and video text)

AUTHOR

SOURCE Cambridge Book Co.
888 Seventh Ave./11th Floor
New York, N.Y. 10019
(212) 957-5300

Order #: By title

Copyright: 1978

SUBJECT AREA Career Education

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PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 64

MATERIAL READABILITY

● large print format
● double column copy
● generous paragraph spacing
○ high interest level motivator ______________
● reading level 8 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
● photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length ±15 min. each
○ OH projectuals
● color
○ B/W
○ games
● other TV video cassette tape

DESCRIPTION

Jobs and Employment Opportunities is an interest-getting set of 8 videotapes centered around employment problems on and off the job. The main characters are two young couples. The tapes identify five major areas needed by adults to function or cope with everyday problems. These areas include: 1. occupational knowledge, 2. consumer economics, 3. health and safety, 4. community resources, and 5. government and law.

These are eight programs in the series:

1. Effective Job Behavior
2. Responsibilites on the Job
3. Looking for a Job
4. Employment Agencies and Services
5. The Job Interview
6. Job Opportunities
7. Equal Employment Opportunity
8. Job Discrimination

The video-text used by students incorporates the skills of reading, writing, speaking, listening, computation, problem-solving, and understanding relationships between people to learn the major objectives of each program. The video-text has 8 units corresponding to the 8 taped programs. Each unit has an objective, summary of the program, vocabulary list with definitions, all of which the student is asked to study before viewing the program. After the program students complete exercises in the videotext to check their understanding of the information presented. Answers to the exercises are provided at the end of each unit. Two other sections aid students who want additional information. They are: For Your Information - giving information not found in the videotape; and On Your Own - which allows the student to apply the information learned to an actual personal situation.

COMMENTS

COMMENTS

The presentation is racially and sexually fair.

Definitions of vocabulary words are vague and/or difficult to understand. The series is most applicable to Basic Adult Education but could be useful in late high school or technical school. The competency-based format allows the student to feel confident at having acquired new skills. The objectives are clearly stated and achievable. Review items are challenging but not impossible. Another series using the same characters and format (video tapes and videotext with competency-based format) is called Consumer Economics and contains 15 programs. Topics covered are banking, budgeting, taxes, credit, shopping, insurance, etc.

Only the videotext is available at MVCRDC.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE SERVICE OCCUPATIONS

AUTHOR Throop, Hunter

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, New York 13135

Order #: 202 Price: $2.25 Copyright: 1974

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

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PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 98

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________
- ● reading level 5-6 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
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INSTRUCTIONAL FORMAT

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NON-PRINT MATERIAL FORMAT

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- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________

DESCRIPTION

This workbook tells in a step-by-step manner how a young adult can make an important place for himself/herself in a service occupation. Occupational areas covered include jobs in: hospitals, restaurants, transportation, stores, home aid, building maintenance, and service businesses. Units include student activities and achievement quizzes. Also included are checklists of skills needed in each area and special trade-related vocabulary lists.

COMMENTS

Although the workbook deals with realistic subject matter, the vocabulary is controlled at a low reading level to facilitate its use with poor readers.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE STORIES ABOUT WORKERS

AUTHOR Piltch

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, New York 13135

Order #: 208 Price: $1.95 Copyright: 1975

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 60

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
○ high interest level motivator ____
● reading level 3-5 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length ____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____

DESCRIPTION

This student workbook consists of 15 stories depicting the various kinds of occupations available to those seeking semi-skilled and unskilled employment. Each story familiarizes the reader with the duties, pertinent requirements, vocabulary, and suggested appropriate behavior needed to qualify for these occupations.

COMMENTS

While the stories are brief, an effort is made to present a realistic perspective of the particular occupation. Ethnic groups are meaningfully portrayed.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE STUDENT RECORD OF COMMUNITY EXPLORATION

AUTHOR

SOURCE Northwest Regional Educational Laboratory
710 S. W. Second Avenue
Portland, Oregon 97204

Order # ISBN 0-89354-603-8 Price $1.50 Copyright 1977

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ● develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psychomotor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 16

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator________________
- ● reading level 8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

This booklet is a step by step procedure by which students can systematically explore self identified career or employment sites. Procedures for the securing of permission to investigate site, report forms, etc. are explained and illustrated.

COMMENTS

It would be useful to vocational students in need of gathering further information with respect to possible employment or career choices. The format which requires specific bits of information to be placed in specific places on forms may be especially helpful to disadvantaged students who need extra assistance in deciding what information is needed and how to record it.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SUCCESS: A TEACHING UNIT ABOUT JOB APPLICATION FORMS

AUTHOR

SOURCE Distributive Education Materials Lab
Ohio State University
115 Townshend Hall
1885 Neil Avenue
Columbus, Ohio 43210

Order #: By title Price: $2.00

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
● provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 44

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ______________
● reading level 7 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

DESCRIPTION

This unit contains 18 lessons covering the area of job application forms. Each lesson views specific elements of the application and explains their use and meaning. The lessons are set up so that the students read and answer questions as they proceed.

COMMENTS

All job application information contained in the lessons was exerpted from actual employment applications. The unit is simply, yet not childishly worded and so is suitable for use with disadvantaged vocational students. Also stressed is that there are no tests or exams. The student's job success is the true "test". It can be used individually but was developed for use in Richland County (Ohio) Public Schools.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE TEEN-AGERS AT WORK

AUTHOR Dogin

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, New York 13135

Order #: 164 Price: $1.95 Copyright: 1968

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 70

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator______________
- ● reading level 6-8 grade
- ○ reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

VC
RD

DESCRIPTION

This workbook is an introduction to a work-study program. It contains a variety of instructional materials in arithmetic, English, and social studies, which should broaden its usefulness. Chapters include: Working in the School Cafeteria; A Gas Station Attendant; Bakery Work; A Supermarket Helper; Vera Helps to Make Doughnuts; A Shipping Clerk's Job; and Hospital Tray Girls.

COMMENTS

Emphasis on exercises including arithmetic, English, and social studies may make this workbook particularly useful with disadvantaged students having deficiencies in those ares. The workbook is written from an occupational viewpoint.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE A TRAINING MODULE DEVELOPING A JOB ENTRY, INDIVIDUALIZED CURRICULUM

AUTHOR Ripley, Arredondo

SOURCE Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Order #: By title Price: $1.50

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 153

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator______________
- ○ reading level _____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W
- ○ color

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other __________________

DESCRIPTION

This training module is designed to assist the teacher, through a step by step process, in developing a job entry level, individualized curriculum. The module is concerned with two phases. Phase one, the developmental phase, includes job description, task analysis, description of student population, job prerequisites, prerequisite test and job objectives. Phase two, the curriculum phase, is designed for actual student use in the form of individualized LAPS.

COMMENTS

This module provides the vehicle by which a teacher can develop a job entry level individualized curriculum. This might be especially helpful to teachers of disadvantaged students as it could provide them with the means to develop instructional materials to meet the specific needs of their students with an appropriate reading and vocabulary level.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE TWENTY TRADES TO READ ABOUT

AUTHOR

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: EN-450 Price: $2.50 Copyright: 1977

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 94

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator______________
● reading level 7 grade
○ reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
○ secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other __________________

415

DESCRIPTION

This text/workbook, covering most commonly taught vocational areas, consists of 20 units, each with a reading selection and related exercises, an alphabetical listing of vocabulary words and vocabulary words by lesson. Each unit is preceded by a line drawing of one or two workers performing a typical trade task. The stress is on reading skills and vocabulary development with trades knowledge as the motivating factor.

COMMENTS

Women and other minorities are pictured in non-traditional roles. Pride in good workmanship is stressed within each reading section. The units were recommended for use in order because repetition was designed to reinforce learning. When this book is finished students could be encouraged to write their own paragraphs on trades they are interested in that were not covered.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VOCATIONAL EVALUATION SYSTEM

AUTHOR

SOURCE
Career Systems
Singer Education Division
80 Commerce Drive
Rochester, New York 14623

See back for ordering information

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
● promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: + 50

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator________________
○ reading level _____grade
● reading level: professional

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
● length _____min. see back
○ OH projectuals
● color
○ B/W
○ games
● other 35mm filmstrip/cassette

DESCRIPTION

Vocational Evaluation Systems (VES) is a series of complete, self-contained workstations used to assess vocational aptitude and provide occupational exploration. It can be used with both the disadvantaged and advantaged; including special, adult and career education programs. Some of the available workstations and their respective prices are listed below:

Sample Making	$1,190	Medical Service	$1,350
*Bench Assembly	$1,390	Cosmetology	$1,790
Drafting	$1,190	Data Calculation & Recording	$1,490
Electrical Wiring	$1,170	Soil Testing	$1,550
*Plumbing & Pipe Fitting	$1,690	Photo Lab Technician	$1,850
Woodworking	$1,650	Production Machine Operating	$1,990
Air Conditioning & Refrigeration	$1,590	House Hold & Industrial Wiring	$1,150
Sales Processing	$1,150	*Filing, Shipping & Receiving	$1,150
Needle Trades	$1.380	*Packageing & Materials Handling	$1,490
Masonry	$1.350		
*Sheet Metal Working	$2.190	*Electronics Assembly	$1,590
*Cooking & Baking	$2.090	Welding & Brazing	$1,590
Small Engine Service	$1.450	Evaluator Package	150
		Product Preparation/ Orientation	650

Each work sample unit is complete with all the tools necessary for accomplishing the task, workstation desk, projector, filmstrip/cassette which gives step-by-step. detailed instructions for accomplishing the task, and evaluation criteria, norms, and standards. Time required for student completion will vary as units are self-paced and have different time/task requirements.

COMMENTS

The MVCRDC has purchased filmstrips/cassettes/evaluator information for the worksamples *'d above but DOES NOT have any of the complete worksample units. Just using the filmstrips would be difficult if not impossible as they give explicit instructions for tasks to be completed at the workstation. However, the complete program appears to have some merit if there is cost justification.

A past user of the system reports that the stations are not durable and theft of tools is a problem. Norms may be questionable.

A complete VES catalog is available at the MVCRDC. Additional information can be obtained from Singer.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE VOCATIONAL SKILLS FOR TOMORROW
(Series of 6, see back)

AUTHOR Bilingual Education Services

SOURCE Coronet Media
65 East South Water St.
Chicago, Illinois 60601

Order #: M0340 Price: $99.00 Copyright: 1975

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 8

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator__________
- ○ reading level ____grade
- ● reading level: professional

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W
- ○ color

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ● length ____min. see back
- ○ OH projectuals
- ● color
- ○ B/W
- ○ games
- ● other 35mm filmstrips/cassettes

DESCRIPTION

Vocational Skills for Tommorrow is a series of 6 filmstrips with cassettes, library cards, and filmstrip guide packaged in a cardboard box. The cassettes are recorded identically on both sides with audible pulse but will advance automatically. The filmstrips are:

1. A New World of Jobs - 5:15 min.
2. Business and Clerical Vocations - 10:38 min.
3. Commercial and Graphic Arts - 7:25 min.
4. Communication and Information Trades - 11:42 min.
5. Construction and Manufacturing Trades - 11:17 min.
6. Health and Medical Vocations - 10:16 min.

The guide provides hints, objectives, summary, and discussion questions for each film.

COMMENTS

Traditional sex roles are portrayed. Many Hispanic characters are used.

Script is good, narration is varied throughout the series, A wide variety of jobs is viewed, some stress higher education.

NOT AVAILABLE AT MVCRDC

● RECOMMENDED   O NOT RECOMMENDED

TITLE WORK FOR EVERYONE

AUTHOR Prevo

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P. O. Box 66
Phoenix, New York, 13135

Order # 189 Price $1.95 Copyright 1971

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

○ develops self-worth concept
● develops world of work concept
○ promotes development of psychomotor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 65

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator ____________
● reading level 3-4 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____ min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________

DESCRIPTION

This student workbook contains 15 short chapters, 14 of which are commentaries on "first jobs." In these commentaries, young adults discuss their experiences in obtaining employment. The workbook includes student exercises and achievement tests.

COMMENTS

This material may be suitable for use as a supplementary resource in a career education course for disadvantaged students as well as middle school students.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE WORLD OF CAREERS

AUTHOR Christ

SOURCE Globe Book Company, Inc.
175 Fifth Avenue
New York, New York 10010

Order #; 0-87065-272-0 Price: $3.80 Copyright: 1979

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

- ○ develops self-worth concept
- ● develops world of work concept
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 168

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ high interest level motivator______________
- ● reading level 4-5 grade *
- ○ reading level: professional

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W
- ● color

*Dale-Chall formula

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip 8mm
- ○ film loop/strip 16mm
- ○ film reel-to-reel 8mm
- ○ film reel-to-reel 16mm
- ○ 35mm slide
- ○ 35mm slide w/cassette
- ○ length _____min.
- ○ OH projectuals
- ○ color
- ○ B/W
- ○ games
- ○ other ____________________

DESCRIPTION

The World of Careers is divided into 5 units and subdivided into 16 chapters. Each chapter ends with 2 sections called "Putting It All Together" and "Following Up." These sections contain vocabulary exercises, basic English (writing and reading) skills, and career education questions. The chapters are in story or play form and are brief and interesting. The end-of-chapter activities are challenging but not impossible.

A teaching guide is also available (at no charge) which contains an answer key, sample lesson plans, strategy of the book, and guide to skill development.

The units are:

Keeping the Wheels Turning
Meeting People
Becoming Your Own Boss
Modern-Day Heroes
Doing the Unusual

COMMENTS

The book portrays men and women in non-stereotypical roles. Minorities are portrayed but most emphasis is on caucasians.

The activities are meaningful and motivational. The book will gradually help students build a better vocabulary and develop their reading and writing skills.

The motivational strength lies in student interest in career exploration. The content works with this interest by describing careers/situations and asking questions so that students will think, learn, and express, their own opinions.

The teaching guide lists achieveable performance objectives and the plans for accomplishing them.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE YOU AND YOUR OCCUPATION

AUTHOR Dare and Wolfe

SOURCE Follett Publishing Company
1010 West Washington Boulevard
Chicago, Ill. 60607

Order #: M2A4-1995 Price: $1.49 Copyright: 1966

SUBJECT AREA Career Education

FEATURES FOR DISADVANTAGED STUDENTS

● develops self-worth concept
● develops world of work concept
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 30

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ high interest level motivator_______________
● reading level 6 grade
○ reading level: professional

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W
○ color

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip 8mm
○ film loop/strip 16mm
○ film reel-to-reel 8mm
○ film reel-to-reel 16mm
○ 35mm slide
○ 35mm slide w/cassette
○ length _____min.
○ OH projectuals
○ color
○ B/W
○ games
○ other ____________________

VCRD

DESCRIPTION

This resource consists of four chapters:

To You
What Kinds of Jobs Can You Choose?
What Can You Offer the World of Work?
What Does the World of Work Offer You?

The sections in each chapter include: Talking Together, Words to Know, Words Used in Sentences, Read to Find Out, Reading, and Exercises.

COMMENTS

The book is designed to build reading and reading comprehension skills while teaching students about the World of Work.

Only males are portrayed and typically male vocations are illustrated.

The resource is usable with disadvantaged students.

● RECOMMENDED ○ NOT RECOMMENDED

APPENDIX

Many publishers were contacted during search but not all had curriculum materials designed for disadvantaged students in vocational programs. The publishers and distributors, from whom resources actually were purchased and/or previewed by the MVCDRC, are listed below:

Abraxas Films
P. O. Box 186
Capitola, California 95010

American Association for Vocational
Instructional Materials (AAVIM)
Engineering Center
Athens, Georgia 30602

American Learning Systems
P. O. Box 2173
Columbus, Georgia 31902

The Associated General Contractors
of America
1957 "E" Street, N.W.
Washington, D. C. 20006

Cambridge Book Company
888 Seventh Avenue - 11th floor
New York, New York 10019

Career Aids, Inc.
8950 Lurline Avenue
Chatsworth, California 91311

Charles A. Bennett Company, Inc.
908 West Detweiller Drive
Peoria, Illinois 61614

Coronet: The Multimedia Co.
65 East South Water Street
Chicago, Illinois 60601
800-621-2131

Delmar Publishers
50 Wolf Road
Albany, New York 12205

Distributive Education
Materials Laboratory
1885 Neil Avenue
115 Townshend Hall
The Ohio State University
Columbia, Ohio 43210

East Central Curriculum Management
Center (ECCMC)
Illinois Office of Education
100 North First Street (E-426)
Springfield, Illinois 62777

Educational Designs, Inc. (EDI)
47 West 13th Street
New York, New York 10011

EDI Representative, Sid Haas
903 Caddington Avenue
Silver Spring, Maryland 20901

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

ESP, Inc.
1201 East Johnson
Box 5037
Jonesboro, AR 72401
800-643-5460

Fearon-Pittman Publishers
6 Davis Drive
Belmont, California 94002

Follett Distribution Center
P. O. Box 5705
Chicago, Illinois 60680

Frank E. Richards Publishing
Company, Inc.
P. O. Box 66
Phoenix, New York 13088

Globe Book Company, Inc.
125 Fifth Avenue
New York, New York 10010

Goodheart-Willcox, Co., Inc.
123 West Taft Drive
South Holland, Illinois 60473

Gregg/McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

McGraw-Hill, Doris G. Sharkey,
Marketing Representative
43 Delrey Avenue
Baltimore, Maryland 21228
301-788-4633

Grolier Educational Corporation
Instructional Systems Division
845 Third Avenue
New York, New York 10022

Hampden Publication, Inc.
Box 4873
Baltimore, Maryland 21211

Hayden Book Company, Inc.
50 Essex Street
Rochelle Park, New Jersey 07662

Instructional Materials Center
Main Building 2400
The University of Texas at Austin
Austin, Texas 78712

Instructional Materials Laboratory
(IML)
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

Industrial Training, Inc.
5990 East Fulton
P. O. Box 318
Ada, Michigan 49301

Janus Book Publishers
3541 Investment Blvd.
Suite 5M
Hayward, California 94545

Lakeshore Curriculum Materials
Company
2695 East Dominquey Street
P. O. Box 6261
Carson, California 90749

Litton Educational Publishing
7625 Empire Drive
Florence, Kentucky 41042

Mafex Associates, Inc.
90 Cherry Street
Box 519
Johnstown, Pennsylvania 15907

McGraw-Hill Book Company
1221 Avenue of the Americas
New York, New York 10020

Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Milday Publication Corporation
3839 White Plains Road
Bronx, New York 10467

Minnesota Instructional Materials
Center (MIMC)
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

The New Jersey Vocational-Technical
Curriculum Laboratory
Rutgers University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

Ohio Agricultural Education
Curriculum Materials Service
The Ohio State University
Room 254
2120 Fyffe Road
Columbus, Ohio 43210

Oklahoma State Department
Vocational and Technical Education
Curriculum and Instructional Materials
Center
1515 West Sixth Avenue
Stillwater, Oklahoma 74074

P. A. R. Incorporated
Abbott Park Place
Providence, RI 02903

Prentice Hall, Inc.
Englewood Cliffs, New Jersey 07632

Program in Health Occupations
Education
The University of Iowa
135 Melrose Avenue
Iowa City, Iowa 52240

Research and Curriculum Unit
Vocational-Technical Education
Drawer DX
Mississippi State University
Mississippi State, MS 39762

Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, MN 55416

Robert J. Brady Pub. Co.
A Prentice-Hall Company
Bowie, Maryland 20715

Scholastic Book Services
904 Sylvan Avenue
Englewood Cliffs, NJ 07632

Sears, Roebuck and Co.
Consumer Information Services
Department 703
Sears Tower
Chicago, Illinois 60684

Selrite
School Equipment Corp.
225 West 34 Street
New York, New York 10001

Singer Education Division
Education Systems
3750 Monroe Avenue
Rochester, New York 14603

Southwestern Publishing
925 Spring Road
Pelham Manor, New York 10803

State of Tennesse
Department of Education
Division of Vocational-Technical
Education
200 Cordell Hull Building
Nashville, Tennesse 37219

The 2000 Company
Box 1055
1001 West 17th Street, Suite J
Costa Mesa, California 92627

United Transparencies, Inc.
P. O. Box 688
Binghamton, New York 13902

Universal Education & Visual Arts
100 Universal City Plaza
Universal, City, California 91608

W. B. Cavanaugh Company
Education Systems
P. O. Box 831
Columbia, Maryland 21044

Wisconsin Vocational Studies Center
University of Wisconsin-Madison
964 Educational Sciences Building
1025 West Johnson Street
Madison, Wisconsin 53706

Xerox Education Publications
P. O. Box 2639
Columbus, Ohio 43216